



Collection of children policy

Our playgroup/preschool is open Monday to Friday as follows:-

8-45 am to 3-45 pm with parents choosing their start and finish times morning and afternoon.

It is important when your child enrolls that as a parent you take full responsibility for completing the 'registration form' and 'who can collect my child form' in full and accurately.

If during your child's time with us there are any changes in circumstances you must inform us immediately.

As a parent/carer it is your responsibility to ensure that your child is collected on time, either by yourself or the persons known and authorised by you to collect them.

We do understand that on occasions you may be delayed, please always try to make contact, informing us so that we can make arrangements with our staff to stay with your child.

If you continue to fail in collecting your child on time or no one comes to collect your child, then we would have no alternative but to implement the following procedures.

Contact you directly, if we fail to get a response we then

contact the person/s who are authorised to collect your child, if we fail to get a response we then contact the local authority or duty social worker, explaining the situation. It is then their responsibility to decide the action to be taken.

The third action will only be taken as a last resort.

Remember your child is most important, if you have any problems please speak to a member of staff.

Missing Children

In the event of a child going missing from our playgroup/preschool or being lost on an outing the manager or deputy in their absence will call the police immediately. All circumstances surrounding the disappearances will be recorded in order to help the police as much as possible with their investigations. The police will then be able to advise the manager or deputy in their absence about informing the parent/guardian of the child and the next steps.

Parents/carers please don't be alarmed by these statements they are all set in place for your child's protection. Since Cabbage Patch opened in 1986 we have never had to implement any of these procedures.

**Pauline Yates
Registered person
Officer In Charge**

**Janice Barker
Manager**

**Joanne Snell
Deputy Manager**