

Field of Dreams Nursery
Holly Road
Liverpool
L7 0LH



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Ofsted Registration: EY475813

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Manager: Miss Nina Young

Dropping off/Collection Policy

The field of Dreams Nursery requires the parent/carer of a child to provide the names of at least two adults over the age of 16 years who they consider suitable to collect their child in their absence or in the event of an emergency.

Only persons over the age of 16 are permitted to drop off and collect children from the Field of Dreams Nursery. This is to ensure the safety of the Children and allow for messages to be given to staff at drop off times and also a handover given from staff at the end of a child's session.

An emergency can include a child becoming ill at nursery. Persons who have been recorded by the parent/carer on the child's contract will be permitted to collect your child if you are unable to do so or if you are not present at the normal collection time.

They must provide a password and or photographic ID if they have not visited the nursery before. They will not be permitted to take the child if they are unable to do so.

The child will not be permitted to leave the nursery in the care of a person under the age of 16 years, or a person who appears to be under the influence of alcohol or drugs or who presents unwanted behaviour towards any member of staff.

There are always the odd occasions when a parent/carer is held up, or an emergency occurs and they are not able to collect a child on time, due to circumstances beyond their control. We are sympathetic to the circumstances that may arise and will always seek to support families and provide a safe and secure environment for an uncollected child. However, when there is persistent late collection, we see an impact upon a child's emotional well-being and levels of distress.

This policy outlines the procedures we follow when a child is not collected on time. The Nursery will make every effort to contact a parent/carer if they do not turn up on time to collect their child, including contacting the adults on the emergency list. It is crucial that parent/s carers let the Nursery know if they will be late to collect their child so that the child is not worried. As staff are required to stay after their normal working hours there will be a late payment charge for this unexpected event. A charge of £1 per minute. All collections of children are guided by the general procedure in the nursery i.e. children may only be collected by a recognised person, unless prior permission has been given. If parents/carers are 30 minutes late in collecting their child and the Nursery Manager has been unable to reach parents/carers and emergency contact, it will be assumed that an emergency has arisen. In this event the local Social Services department will be contacted and advised that a child has not been collected from Nursery, along with steps taken to contact the parents/carers and

emergency contacts. Persistently late collections Parents who are persistently more than 10 minutes late will be expected to meet with the Nursery Manager and any difficulties discussed.

We are always happy to accommodate parents and support their circumstances wherever we can.

| This policy was adopted on | Signed on behalf of the nursery | Date reviewed |
|-----------------------------------|--|----------------------|
| 2 nd August 2019 | Miss Nina Young | 01/08/2020 |
| | Miss Nina Young | 29/07/2021 |
| | Miss Nina Young | 10/08/2022 |
| | Miss Nina Young | 30/07/2023 |