



**Margaret McMillan Nursery School  
and Children's Centre**  
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## Collecting Children from Nursery Policy

For the purpose of this policy parents refers to those named on the child's full birth certificate or those people who can provide legal documents giving full parental rights and responsibilities for the child.

### Collection Procedures

Children can only be collected from school by their parents or by a responsible person nominated by their parents. Only the parents identified on the child's full birth certificate can nominate an alternative collector.

Parents complete and sign an initial contact form at registration and the collection process is explained. The procedures are also covered in the parent handbook.

For occasional changes in collection arrangements parents should:

- Speak to staff to nominate an alternative collector this will be recorded in the diary for each team
- Contact school by telephone if circumstances change unexpectedly during the day **and share a password (created on the day) which will be used by the person collecting, for additional security.**

Where parents have regular alternative collectors they must complete and sign a collector's card naming the collector, their address and telephone numbers, relationship to the child and the circumstances in which the parent is authorising the collection. These cards can be obtained from the child's key worker or from the main school office. **The details from these cards are uploaded onto Arbor and** the child's registration card attached to the child's registration form, kept in the school office.

If there is any doubt about the collection arrangements staff will contact the parent for clarification before entrusting the child to an alternative collector.

### Late collection

All children have an agreed collection time. This is an important time for the children so it is important that parents are punctual.

Occasionally delays may occur and parents must telephone the school office to let them know what is happening. We must treat late collection seriously in the best interests of all the children. Any late collection can make it difficult to maintain staff ratios. Persistent late collection can be distressing and harmful for the child. The key worker will follow up late collection with parents.

### Late collection payment for Day-care

*Currently under review*

*Parents have a payment contract for the additional wrap around care. LBI reserve the right to impose a late collection charge where parents are frequently late or remove the place in the case of persistent lateness.*

### When a child is not collected

