



Dropping off & Collection of Children Policy

Snuggle Bunnies Childcare (Nursery) Operates from 7:30am – 6:30pm. Parent(s)/carer(s) should make sure that children are not brought in no earlier than 7:30am and are collected before 6:30pm. If a parent/carer is delayed due to circumstances beyond their control, they must make every effort to phone the setting to inform us. Parent(s)/carer(s) need to arrive at the setting by 6:20pm, which gives enough time to get your child/children organised and staff to give feedback on your child's day as this will make certain that you have left the nursery by 6:30pm. Parent(s)/carer(s) who have not collected their child by 6:30pm will incur a £5 charge for every 10 minutes late with no exceptions and added to the next invoice (discretion of the childminder).

Please make sure that your child/children have been collected on time so that we do not have to take this action.

If children are not collected by 6:30pm then staff will start to get your children's belongings together, so that they are ready to go upon parents' arrival.

The staff procedures if parent(s)/carer(s) have not arrived at the setting by 6:20pm are as follows:

At 6:30pm, parents are phoned and requested to pick up their child/children immediately.

If no contact has been made with the parent(s)/Carer(s) by 6:40pm the emergency contact persons are phoned.

At 7:00pm, if staff is unsuccessful in contacting parent(s)/carer(s) or emergency numbers, the childminder (manager) will be informed, and the childminder (manager) will contact Social Services Department in the local

authority where the child resides. A note will be left on the setting door indicating where the child is (not identifying the child's name).

Signing in and out

Everyday Parent(s)/carer(s) are required to sign their child/children **in** and complete the sign-in form. This requires details of drop off time and who will be collecting the child/children. The child/children must also be signed **out**, giving the real time collected. Please make sure that signing in/out register are completed properly daily and, in this case, signed by the person collecting the child.

Last Updated/Reviewed On:	SIGNITURE
08/03/2020	C. Morgan
23/03/2021	C. Morgan