



# **Contact, Collection and Dropping off Policy**

Mid Annandale Playcare keeps up to date records and contact details of the adults involved in the care of the children attending. These are used to ensure children can be safely collected from Mid Annandale Playcare. Systems are in place to ensure that children cannot leave the premises without an authorised adult.

Mid Annandale Playcare is open at 7.30am until 6.00pm. Parents must collect their children by 6.00pm each night, if this is not possible, another nominated person should collect the child. Parents should inform us of this in advance. The nominated person should be over the age of 16years.

Before a child starts Mid Annandale Playcare, parents are asked to provide specific information which is recorded on our Registration Form, including:

- home address and telephone number
- place of work and telephone number (if applicable);
- mobile telephone number (if applicable);
- names and telephone numbers who are authorised by the parents to collect their child from Mid Annandale Playcare daily or in the event of an emergency where the parent cannot be contacted.

No child will be handed over to anyone other than the known parent/carer or regular people collecting on the registration form, unless the parent has informed the staff. We reserve the right to refuse a collection if we have not been notified of a change to the normal arrangements, and the child will be in our care until we can contact the parent.

If a child is not collected at the end of their session/day, we will contact the parent/carer at home or at work, if we cannot reach the parent/carer we will then try to contact the adults who are named on the child's registration form as emergency contacts and asked to collect the child. We will not allow the child to leave the premises with anyone other than those named on the Registration Form. If no one collects the child before 6.00pm, and we cannot contact parents, or emergency contacts, we will contact the local child protection officer.

If parents wish to either vary or change their reserved times they must notify M.A.P in advance to ensure that adequate staffing levels are maintained at all times and that spaces are available.

Parent/carers who have children at school must inform Mid Annandale Playcare of school closures, or their child has been collected early from school due to illness/appointments.

Staff will sign the child in on our register sheet (with the time) on arrival. We ask that parents inform staff of any other person collecting, or any information regarding your child. If any parent arrives before their allocated time they will be asked to stay with the child. In order to safeguard the children in our care and ensure the room is not busy and crowded with lots of adults, parents will be asked to wait in the hallway until 5 minutes before their reserved time. To also relieve congestion in the playrooms we ask that only one adult enters the playroom during collection and drop off. Parents are responsible for the care of their child until their allocated time.

When parents collect their child, a staff member will sign the child out of the building on the register and record the time of collection. Any parents who collect their child late will be charged.

It is imperative that staff sign the children in and out of the playrooms for fire drill purposes etc.

## **School drop off/pick up**

- Primary 1 children will be escorted to school and supervised until the teacher arrives. All children will go to the office area at the end of each day, where they will be collected by our staff.
- Primary 2-5 children will be escorted to school and will be collected from the office at the end of each day. We ask parents to ensure their children know where they are being collected.

- Children may walk from and to Mid Annandale Playcare themselves provided consent has been given in writing from their parent/carer. Children must report to the office before leaving for MAP.

#### Collection

- The office staff will phone the school and check the pick-up list
- The staff will arrive for 3.00pm
- Meet in the school foyer to meet children
- Roll call/head count
- Leave for Mid Annandale Playcare if all children are present
- Primary children that choose to walk independently must have parent letter of consent. Route and timescale will be discussed and adhered to.

If a child does not arrive at the office for collection the staff from Mid Annandale Playcare will:

- Inform the school office and ask them to locate the child
- Mid Annandale Playcare staff will not leave until the school have offered an explanation or the child arrives.