



Sutton Outdoor Preschool

Child Release Policy

Reviewed October 2020

Reviewed by Elizabeth Leddy - Preschool Manager

Parent/carer/carers must note that Sutton Outdoor Preschool operates from 9:00am – 3.00pm. Parent/carers should ensure children are brought no earlier than 9:00am and are collected by 3.00pm, when the preschool closes.

- If a parent/carer is unavoidably delayed due to circumstances beyond their control, they should make every effort to contact and inform the preschool on – **07460 324 244**.
- Parent/carers who are late to collect their child may incur a charge of £10 for every 15 minutes. Please ensure that your child is collected on time so we do not have to take this action.
- If parent/carers have not arrived by 3:15pm then staff will inform the Preschool manager who will follow the Non-Collection of Children Policy in line with Safeguarding Procedures.

Signing in

- Each day the key worker will meet the child and parent/carer. The parent/carer will sign the child in logging the time of arrival, and there will be opportunity for a handover discussion with the key worker. General communication which may be significant during the day, i.e. linked to sleep, morning routine, different person to collect... will be logged in the Communications Log Book and shared with relevant staff as appropriate.
- Registers will be completed daily and show arrival and departure times for each child. Registers will be checked daily to ensure they are completed correctly.

Procedure for collection by people other than parent/carer

- Parents/carers will need to notify the Preschool if their child is to be collected by someone other than the named persons. This can be done at drop off or by telephone if plans change during the day. We will need to know the name of the nominated person and their relationship to the child (so we can let the child know). Parents/carers should ensure the nominated person is aware of the collection time and location, knows the chosen password and has the Preschool contact number.
- We will not permit a child to leave the premises unaccompanied or with an unauthorised person.

Emergencies and Illness

- For emergencies or illnesses that require immediate collection by the parent/carer, please refer to the appropriate policy (eg Sickness and Emergency Treatment Policy, Emergency Evacuation Procedures).

Policy last reviewed on	Signed on behalf of the preschool	Date of next review
<i>October 2020</i>	<i>E.Leddy (Elizabeth Leddy)</i>	<i>October 2021</i>