

AFTER SCHOOL COLLECTION POLICY AND PROCEDURE - KINDERGARTEN

Reviewed by: Headteacher

Date: January 2019

Approved by the Board of Trustees on:

Review Date: January 2022

Page left blank intentionally

After School Collection Policy - KG

Children are generally collected from Kindergarten by their parents or, occasionally, by grandparents or a childminder. These will all be people known to the Kindergarten staff.

If any alteration to the normal arrangement is necessary the following procedure should be observed:

- When delivering the child in the morning, if someone different is collecting your child at the end of their session, please inform the School Office who will update the signing out sheet.
- If a change has to be made during the course of the morning, ring the School office. The message will be relayed to the teacher.
- If the person collecting the child is someone previously unknown to the Kindergarten staff, then staff will ask for the name before they will be allowed to leave with the child.
- If there has been no direct communication from the parent that someone else will be collecting a child, we will not allow the child to leave with that person until we have received authorisation from the parent. (See Uncollected Child Policy)
- Whoever collects the child must complete the signing out sheet with name and time.