



Collection Policy

On registering at the nursery all parents/carers have to fill in a Collection permission form. On this form is a list of people other than the parents/carer that have permission to collect the child from nursery and their personal details. These people will be able to collect the child from the nursery once they have been introduced to the nursery manager. In an emergency or in the event of an unintroduced person collecting the child, a password system is in place.

On leaving the premises the staff in the child's room will record the time of departure so that we accurately record the child's time of departure. Any older siblings collecting the child must be over the age of 16 and have a written letter of consent from the parent/carer of the child.