



## Collection and Dropping Off Policy

### **Policy Statement**

Please let me know in advance if you intend to arrive at a different time from the contracted one. Please also note that I am usually unable to spend more than a few minutes of time chatting with you about your child on their arrival or departure. If you wish to discuss anything at length, please let me know and we can arrange a mutually convenient time.

### **Procedures (how I will put the statement into practice)**

#### **Dropping off**

If you arrive before your scheduled start time, I may not be prepared to care for your child and may kindly request that you wait outside until the contracted hours begin. Should you need to adjust your contracted times, please feel free to discuss this with me in advance.

When dropping off your child, please ensure you have all their belongings ready for a fun day, including plenty of weather-appropriate spare clothes, nappies, waterproof coat, and suitable footwear. If you prefer not to pay for optional extras, please adhere to the nutritional guidance and provide healthy snacks and lunchbox-style meals that do not require a microwave.

#### **Collection**

I will only allow a child to leave my care with adults who have been given permission to pick them up. Please supply a list of approved individuals for collection. If I do not recognise someone, I will need a password set by you during the contract process before releasing your child, this also applies in an emergency collection.

Please could you also inform me if the person who is collecting changes throughout the day.

It is important that you arrive at the contracted time to collect your child. Even young children learn our routine and know when their parents/carers are due. They can become distressed if you are late. I know sometimes delays are unavoidable, especially if you are relying on public transport or travelling during rush hour traffic. If you are delayed, for whatever reason, please contact me and let me know when you expect to arrive. I will normally be able to accommodate the additional care.

However, if I am unable to, I will contact other adults from the authorised list and arrange for them to collect your child. I will reassure your child that you are on your way and, if necessary, organise additional activities and a meal.

If you are late collecting your child without reason or contact, if 15 minutes have passed then you will be charged a fee of £20, this needs to be paid before your child comes back to the setting. During this time, I will continue to safely look after your child.



I will continue to try the parents' contact numbers and emergency numbers, but after a reasonable time, I will then be obliged to contact the local authority duty social worker.

When arriving at or leaving my property, I ask that you are respectful to my neighbours and their properties, as well as ensuring that you park in a safe and legal manner (if travelling by car). I do have a driveway that you can pull on to, to collect your child/children.

Please ensure you have read and understand the Collection and Dropping Off policy and procedure.

**All policies and procedures are reviewed regularly and updated when necessary.**

This policy and procedure has been development in line with the EYFS welfare requirements and Ofsted guidance, and outlines the provider's responsibility to take all necessary steps to safeguard and promote the welfare of children.

This policy and procedure has been written by **Miss Caitlin Smith**, the Ofsted-registered childminder responsible for the care of children at **The Flower Cottage**, Dudley, West Midlands, DY2 7TQ.

THE FLOWER COTTAGE