



Arrival and Collection of Children Policy.

Our sessions run between 8.30am and 3.30pm. When families arrive at the centre, they must sign in via their Seesaw app naming the person dropping off and collecting their child for that day, if it is someone different collecting than dropped off, then a password must be sent via the app too.

Parents/carers must notify staff of who is collecting their child from the centre, this includes parents/grandparents even those who collect regularly and, if different from the person dropping off, they will need a password.

For example; dad drops off and mum collects- mum must have the password, we understand they are your child, this enables us to be sensitive to any changing family circumstances. It is our policy not to release ANY child without a password.

If you have different people dropping off or collecting at different times, then it would be advisable to have an ongoing password.

Staff at the end of session are responsible for checking of passwords.

UNDER NO CIRCUMSTANCES WILL A CHILD BE REALEASED WITHOUT A PASSWORD.

It is a parent/carers responsibility to ensure their password is kept confidential, if they think someone may know their password, it is their responsibility to change it.

If you would like your password to be ongoing for anyone who can collect your child, please note this on your Seesaw message, you can also opt to have specific passwords for specific people collecting.

Safety of our children is paramount, and where this may be inconvenient at times, it protects children, families and staff.

Policy devised by R. Turnbull in conjunction with all staff.

2nd September 2015.

Revised June 2017.

Updated August 2020.

With a vision to be the best that we can be.

