

## Child Arrival, Collection & Non-Collection Policy

At Bright Beginnings we welcome children in a warm and friendly way developing close relationships with families to support every child's arrival to the centre on a daily basis.

### Child Arrival

- A member of staff, will be available to welcome and acknowledge children/parents on arrival and record the arrival time on the area register.
- Parents are asked to ensure that staff are aware their child has arrived and their attendance has been noted.
- Everyone should be greeted in a positive, friendly manner, making eye contact with children and adults. Parents and children should feel welcomed, staff should show interest in the parents and child, enquire how the child was during the evening or over the weekend. Time must be available to enable this positive exchange of information about the child.
- Ensure they all feel happy and relaxed and they are both ready to be separated – saying goodbye to the parent when you feel they are content and ready to leave. Every child settles at their own pace, staff will sensitively support each child and family throughout the process.
- Some children may bring a significant item or toy to the Centre which aids settling, separation and transition. Staff will not take responsibility for these toys, but will encourage children to store them safely in their bag or basket. In some cases staff may positively encourage the child to return the item to parents to ensure its safe keeping.
- Children based in Grasshoppers, Dragonflies and Millipedes take part in planned 'Show and Tell' sessions, where children are encouraged to bring interesting items from home to discuss. Dates are displayed on the play area parent information boards.

Ensuring the Safeguarding and protection of all children is paramount at Bright Beginnings, we will ensure all children are collected and taken from the centre by an appropriate adult. All staff are responsible for the safety of our children.

### Child Collection

- Staff **must** acknowledge every adult as they collect and take a child from the play areas, recording the time of departure on the register.

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- All children must be collected and taken from the centre by a recognised/authorised adult who has signed the relevant permission documentation.
- No sibling or minor under the age of 16 may collect a child from the centre.
- In cases of emergency parents can contact the Centre to request another adult be permitted to collect their child. In this instance we would need a description or image of the person and the password. The collecting adult must provide identification and quote the password.
- Staff **must** ensure no child leaves the setting unaccompanied.
- If no contacts are available we are duty bound to contact the on duty social services team on 0113 2409536.

### If child not collected by the end of session am/pm –

- Initially we will make every attempt possible to contact the parents.
- If we cannot contact the parents, we will then attempt to contact all listed contacts on the Child Information Form.
- We have an agreed time of waiting one hour after closure or end of session, prior to contacting the on duty social services team.

### Session Times

From 1<sup>st</sup> August 2019 Sessions end at 1pm and 6pm. Please remember a session is 5 hours, either in the morning (8:00am to 1pm) or afternoon (1pm to 6:00pm). A full day comprising two sessions is 10 hours (8:00am to 6:00pm). Regardless of the session your child attends, you are asked to ensure you arrive at the Centre to collect you child no later than 10 minutes before the end of their session. (12.50pm for a morning session and 5.50pm for a full day/afternoon session). This is to ensure staff members have enough to time to pass on all relevant information to you about their day and read and sign any necessary paperwork.



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## Late Child Collection

If your child is collected after the agreed end of the session time (or after the earlier closing time on Centre staff meeting days), a charge will apply at the rate of £20 for the first 15 minutes after the session end/Centre closing time and an additional £20 for each and every subsequent 15 minutes. (The morning session ends at 1pm and the evening session at 6.00pm unless it is a staff meeting day when the Centre will close at 5.15pm.

<b>This Policy was adopted on</b>	17 <sup>th</sup> May 2017
<b>Date of review and reviewer</b>	9 <sup>th</sup> July 2019 Angela Hynes