



Dropping Off and Collection Policy

If you need to drop your child off earlier than your contracted time, then please discuss this with me first as I may need to make arrangements.

- I expect you to arrive on time to collect your child, but do appreciate that sometimes you may need to work late or be unavoidably delayed. I would appreciate a telephone call to keep me informed. This is in order that I can reassure your child that you are coming soon. and so I can plan further activities and a meal if necessary.
- If you are late to collect and I have not heard from you I will contact the emergency numbers supplied. If after two hours I have been unable to speak to you or any of the contact names I may contact Social Services.
- I reserve the right to make an additional charge for late collection.
- I will not release any child from my care to another person unless you have made prior arrangements with me.
- In the event of an emergency, an adult who is not known to me may be sent to collect the child, however I will need a password and details for security.

