**Dropping Off & Collections Policy**

**Dropping Off**

Please let me know in advance if you intend to arrive at a different time from the contracted one. If you arrive unexpectedly early I may not be ready to care for your child. If you are late, I may have to take children to school/nursery and will not be able to wait for you. Please discuss this with me if you need to change your contracted hours.

Please encourage your child to become independent with their own coat and shoes as this will help for when they go to nursery and also make things quicker within the setting.

If your child is finding it hard to settle, although this may be hard for you it is best that you leave quite quickly instead of waiting around comforting them. Prolonging the fact that you are leaving can make the situation worse as regardless of how long you stay you are still going to leave and you child will try to keep you as long as possible. It is best to allow them to adjust to the routine of dropping them off and leaving quickly as this will make it easier on everyone in the long term. If your child is finding it very difficult them I will discuss this with you so we can tackle this together.

**Collection**

I will only release a child from my care to adults who have permission to collect him/her. I will therefore need you to provide me with a list of people authorised to collect. It would be helpful, if they are not known to me, to include a description or a photograph for me to keep on file.

In the event of an emergency, we can operate a password system where you can send someone not authorised to collect your child but who is able to give the password. Please discuss this with me if you would like to use this system.

When you collect your child please be advised that until they have left the setting with the collecting adult, that the setting rules still apply, and I am still responsible for your child’s safety. Young children can sometimes play up when parent’s carer's collect and this can be disruptive for both the setting and all the children including your own. If your child misbehaves for whatever reason then they will be dealt with as if you were not there. If your child displays unwanted/unacceptable behaviour, at times I may request that you wait outside or in your vehicle while I deal with the situation and bring them out to you. This is because children often try to play childminder and parents’s off against each other and see if they can push the boundaries. As children adapt to the setting rules and boundaries quite quickly and follow them very well, it is usually best that I deal with it the same way I would during a usual day and this is easy if you are not present as then they have no body to play up to and the behaviour usually stops very quickly.

It is important that you arrive at the contracted time to collect your child. Children learn our routine and know when their parents/carer’s are due. They can become distressed if you are late. 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, 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 snack.

**I reserve the right to make an additional charge for late collection.**

