**Procedure for the collection of children**

1. Children will be kept at Pre-School until they are collected by the named person on the registration form.
2. All registration forms must be kept updated with any changes given to us by the parent / carer of named persons being allowed to collect your child.
3. To help keep the safe collection of your child:-
4. All named persons on the registration form need to be introduced to a member of staff before collecting the child.
5. If possible we would like photos of all named persons to be provided in the child’s learning journal.
6. If named person on the registration form has not been introduced to staff, they will need a letter of authorisation.
7. If any other person is collecting the child, the staff at Pre-school need to be notified of the arrangement and a letter of authorisation must be brought with them when collecting the child.
8. If it is not possible for a letter to be brought, please talk to Pre-School staff to set up a password system.
9. Please make sure we are made aware of any persons not allowed access to collect your child and if the information changes.
10. If a child is dropped off by a named person on the registration form we will allow them to pick up that child unless told otherwise.
11. If you are running late please phone to let us know.