**Procedure:**

**Objective:**

At Happydayz Nursery, the safety and well-being of every child in our care is our top priority. This policy outlines the procedures to be followed in the event of a child not being collected at the designated time and guidelines for dropping off children at the nursery.

**Non-Collection Procedure:**

1. **Designated Collection Time:**

 - Parents/guardians are required to collect their child at the designated time agreed upon during enrollment.

 - Staff members will keep a record of the expected collection time for each child.

2. **Late Collection:**

 - If a child has not been collected by the designated time, staff members will attempt to contact the parents/guardians using the contact details provided.

 - Contact will be attempted with emergency contacts if the parents/guardians cannot be reached.

3. **Supervision and Comfort:**

 - The child will remain under the care and supervision of staff members in a safe and secure environment.

 - Staff members will provide comfort and reassurance to the child until they are collected.

4. **Documentation:**

 - Detailed records of the incident, including the time of non-collection, attempts to contact parents/guardians, and actions taken will be documented.

 - Parents/guardians will be required to sign a [late collection](../LATE%20COLLECTION%20FORM.docx) form upon arrival.

**Dropping Off Procedure:**

1. **Designated Drop-Off Time:**

 - Parents/guardians are required to drop off their child at the designated time agreed upon during enrollment.

 - Staff members will be available to receive children at the designated drop-off point.

2. **Sign-In Process:**

 - All children are to be signed in when they arrive. This is to ensure their safety, so please make sure that you wait at the main door for a member of staff to come to you, this can sometimes take a while, but we need to make sure the children are safe and ready, and this can take some time.

 - Staff members will ensure that all necessary information, such as allergies or special instructions, is communicated and recorded.

3. **Handover:**

 - Parents/guardians are encouraged to provide any important updates or information to staff members during drop-off, but please be aware, that this is our busy time, so you will be asked to wait until all children are safe, and then a staff member can talk to you.

 - A smooth handover process will be facilitated to ensure a positive transition for the child.

4. **Fees:**

If you are late for collecting your child, there will be a fee of £1.00 per minute until collection. Staff have had a long day and our finding time each day is 3 pm, if there is a problem with parents arriving late, please speak to the Manager about any issues you are having. If you need to go on the school run, then please collect your child from nursery first, as I understand this can be a hectic time.

**Review and Compliance:**

This Non-Collection and Dropping Off Child Policy will be reviewed annually to ensure its effectiveness and compliance with regulatory standards. Staff members are required to familiarize themselves with this policy and follow its procedures diligently.

**Code of Practice**

By implementing this policy, Happydayz Nursery aims to maintain a safe and secure environment for children during drop-off and collection times.

Policy approved by :(Management of Happydayz Nursery)

Review date April 2025

Happydayz Nursery, St. Marks Church, 142 Queensway, Wellingborough, Northamptonshire, NN8 3SD

Telephone Number: 07886450069