**Drop-off and Collection Policy**

Parents of children starting at my setting will be asked to provide specific information:

* Home address and telephone number
* Place of work, address and telephone number
* Mobile telephone number
* Name, address and telephone number of guardian
* List of people permitted to collect

**Doorstep handovers**

In light of COVID-19, drop-offs and collections will now take place at the front door with parents keeping a minimum of 2 metres distance. Parents are asked not to enter the house except where very young children cannot be physically handed over without doing so.

The children and I will wash hands immediately after drop-off and prior to collection.

I will provide hand sanitiser outside the front door for adults and children to use.

Parents must not bring a child in that has been administered Calpol or displayed any of the COVID-19 related symptoms.

I will ensure that the children are ready for their agreed collection time for a door stop handover. Please advise me if there are any changes to your contracted arrival or collection time so I can maintain the staggered drop off and collection times with the other parents to comply with social distancing.

**Drop-offs**

It is also important that you let me know 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 children that I need to take to school or pre-school and will not be able to wait for you.

If you need to change your contracted hours please discuss this with me.

**Collections**

I will only release your child from my care to adults who have permission to collect the child or children. I will therefore need you to provide me with a list of people authorised to collect. It would be helpful that 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, I will operate on a password system where you can send someone not authorised to collect your child, providing you inform me of the collection and they are able to confirm the password.

If you would like to use this password system then this will need to be arranged in advance.

It is important that you arrive at the contracted time to collect your child. If you are delayed for whatever reason please contact me and let me know when you expect to arrive to avoid any distress in the child. I will reassure your child and if necessary I will organise additional activities and any meals that may be needed.

I will normally be able to accommodate this additional care, however if I am unable, I will contact the other adults that are on the authorised list and arrange for them to collect your child. If I am unable to make contact with anyone that is authorised to collect your child after an hour I will then contact the duty assessment team for further advice . I will also inform Ofsted.

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