



**Margaret McMillan Nursery School
and Children's Centre**
Hornsey Rise
Islington
N19 3SF
020 7281 2745
www.margaretmcmillan.islington.sch.uk

Collecting Children from Nursery

Collection Procedures Class and Day-care

Children can only be collected from school by their parents or by a responsible person nominated by their parents. Only the parents identified on the child's full birth certificate can nominate an alternative collector.

Parents complete and sign an initial contact form at registration and the collection process is explained. The procedures are also covered in the parent handbook.

On a day to day basis parents must:

- Speak to staff to nominate an alternative collector this will be recorded in the day book for each team
- Contact school by telephone if circumstances change unexpectedly during the day

Where parents have regular alternative collectors they can complete and sign a collector's card naming the collector, their address and telephone numbers, relationship to the child and the circumstances in which the parent is authorising the collection. These cards can be obtained from the child's teacher or one of the homebase senior nursery nurses. These cards are attached to the child's registration card, kept in the school office.

If there is any doubt about the collection arrangements staff will contact the parent for clarification before entrusting the child to an alternative collector.

Late collection

All children have an agreed collection time. This is an important time for the children so it is important that parents are punctual.

Occasionally delays may occur and parents must telephone school office to let them know what is happening.

We must treat late collection seriously in the best interests of all the children. Any late collection can make it difficult to maintain staff ratios. Persistent late collection can be distressing and harmful for the child. The key worker will follow up late collection with parents.

Late collection payment for Day-care

Currently under review

Parents have a payment contract for the additional wrap around care. LBI reserve the right to impose a late collection charge where parents are frequently late

When a child is not collected

If a child is not collected 15 minutes after their usual collection time and no message has been received the school will try to contact the parent using the day time contact numbers provided at registration.

When it is not possible to contact the parents

If it is not possible to contact the parents and make arrangements to collect the child before the school closes Children's Social Care will be contacted to arrange a place of safety for the child.

When a child has been removed from the premises

If child is moved from the premises a notice will be left on the door of the building stating who should be contacted to find out what has happened.

Recording the incident

If a child is "not collected" and is removed from the premises a detailed record of the incident must be kept and Ofsted must be notified as this is a significant event.

Contacts: **Children Social Care: 020 7527 7000**