



Dropping Off and Collection



Policy

Start and finish times for your child's care with me will be agreed at the contract meeting. However I am usually willing to be flexible where adult to child ratios allow.

Procedure

- If you need to drop your child off earlier than your contracted time, then please discuss this with me first as I may need to make arrangements.
- If you need to drop your child(ren), or collect your child(ren) at a different time than contracted, please give me as much notice as possible (24 hrs minimum, if possible). This is so that I can advise you of where we will be, or arrange for us to be at home.
- I expect you to arrive on time to collect your child, but do appreciate that sometimes you may need to work late or be unavoidably delayed. I would appreciate a text or a telephone call to keep me informed. This is in order that I can reassure your child that you are coming soon. and so I can plan further activities and a meal if necessary.
- If you are late to collect and I have not heard from you after 20 minutes, I will try to contact you. If unable to reach you I will contact the emergency numbers supplied for your child. If after two hours I have been unable to speak to you or any of your emergency contacts, I will inform Social Services. (It is highly likely that they would recommend that I continue to care for your child(ren), while we look for you!)
- I reserve the right to make an additional charge for late collection.
- I will not release any child from my care to another person unless you have made prior arrangements with me.
- In the event of an emergency, an adult who is not known to me may be sent to collect the child. I would need a password and brief description of the person.

Childminder's signature		Date
Parent(s)' signature		Date