



Laurel Farm  
Steiner  
Kindergarten

# Leaving and Collecting Children

Updated September 2017 by Dominika Baran

Updated February 2019 by Kelly Harries

Updated February 2020 by Kelly Harries

Updated February 2021 by Kelly Harries

**Reviewed and updated in June by Jessie Kazak**

Next review due: June 2023

## LATENESS & PUNCTUALITY

Children who are persistently late miss a significant amount of learning and settling in time. Persistent lateness (two or more days in a row, or more than once a week in a two-to three-week period) will be addressed promptly. Where there has been more than 10% lateness over a term parents will receive a letter advising them of the concerns and the kindergarten will provide opportunities for parents to seek support and advice to address these issues.

Any child who comes into kindergarten between 9:45-10am will be marked as late in the attendance record (code L). You are not permitted to drop your child off after 10am unless there is an emergency or it was previously agreed with the teacher. If your child does not arrive in to kindergarten without a valid reason we will record the absence as unauthorized and (code: U).

## ARRIVALS:

Parents are expected to bring their children on time, with the Kindergarten starting at 9.30 am, as responsible punctuality is very important to the smooth running of the Kindergarten and settling the children.

### Morning Rhythm

- We will give a warm welcome to all children and parents on arrival to the setting.
- Parents must time the arrival as close as possible to 9:30am. Parents must not come earlier than 9:20am.
- Parents are to wait until the teacher opens the gate to enter. This happens promptly at 9:30am.
- The parent/carer dropping off are welcomed to put the child's belongings in the appropriate box and peg with their child
- The teacher will have the parent/carer sign the register.
- Parents are requested not to have lengthy discussions with the educators at this time, as they must focus on completing attendance registers accurately, supervising the children and preparing for the day ahead.
- If appropriate the parent/carer dropping off and the educator may then spend time exchanging short information that may be utilised to assess the child's day, as for example: an overview of the child since their last attendance, or how the child is feeling in the morning, or who is going to pick up.
- Parents and carers are to swiftly drop off the children and not linger unless previously arranged with the teacher. This enables the children to start their day on time

- All cars must have left the carpark by 9:45am unless previously agreed with educator.

**If parents arrive after 9.45am they will need to:**

1. Text the kindergarten phone
2. Park outside as car park is not open after 9:45am

This also applies to parents collecting their children early due to upset and/or illness.

If you need to speak to the class teacher, please either send a text or an email.

**DEPARTURES**

- Parents are to collect their child on time to facilitate managing the tight space
- There are two pickup times, the first one is 2:25 pm and the second one is 2:35pm. Parents need to stick to their pickup time and arrive no earlier than 10 minutes before pickup.
- The educator sends a child one at the time out to greet the parent/carer, hand over the child belongings and chat briefly about the day in a positive note.
- Parents/carers to sign the register
- Parents are requested not to have lengthy discussions with the educator at this time, as they must focus on having the children leave the setting safely and with all their belongings. If you need to speak to the class teacher, please either send a text or an email.
- All parents must leave by 2:50pm

**Collection by alternative adult**

In the event that children are collected by those other than a parent or named person the following applies:

- The parent must inform the kindergarten without delay that they will not be able to collect their child.
- The unique password set between the parent, collector and kindergarten must be used and received before handing over a child into their care.
- To help check identity, staff may call the parent to discuss the details given by that of the person wishing to collect the child.
- The parents must ensure that a 'suitable person will collect their child in their absence.'

- If the educator is not able to identify the person with the details provided by the parent, unfortunately Laurel Farm Kindergarten will not be able to release the child from its care.

If the staff have any concerns either from the behavior of the adult or the child, such as reluctance or fear, the parent must be contacted before the child is released and this behaviour questioned. If the child is still reluctant to leave with the person, then the parents should be instructed to collect the child themselves as soon as possible whilst being looked after by a member of staff.

If the parent, or the person who the parent has prearranged to collect the child, does not arrive within 15 minutes of the arranged pick up time the parents will be contacted immediately whilst the child is looked after in the Kindergarten playroom by a member of staff.

If the parent cannot be contacted and messages have been left with no reply then a staff member must then ring the other contacts numbers in the child's file including their emergency contact. All contacts will be rung until someone is spoken to and made aware of the situation.

The aim is to get an authorized person to collect the child.

If by 4.00 pm, the staff have been unable to contact any person listed in the children's file and no-one has responded to messages, then the Children and Families Duty team will be contacted for advice, and if necessary, to collect the child. When afternoon care takes place, the time is extended to 6.00 pm.

In the case of many children in the Kindergarten, staff are aware of which families are known to the child, which the child has visited before. In the case of the child not being picked up by the latest time, these families could be contacted, after seeking advice from Children and Families Duty team, this Dept. must be fully informed of this action.

This action is to be considered as being less stressful for the child than being collected by a Social Worker who is a complete stranger. However, the staff need to be sure of the child's safety and welfare, and it must be clearly agreed how long they are able to care for the child that day, and given the contact details of the person at Children and Families Duty that the staff have contacted.

A message must also be left on the parent's numbers informing of these actions.

#### **THE CONTACT NUMBER**

**Children and Families Assessment Intervention Team on 01225 396312  
or 01225 396313**

**If outside of office hours please call the Emergency Duty Team on 01454 615165**