



Drop-off and Collection Policy

Policy Statement

The safety and welfare of children attending Seed to tree Childcare Centre is of paramount importance and we have established procedures for the drop-off/collection of children to ensuring a smooth transition and effective time keeping within our service.

Principle

This policy is underpinned by the Childcare Act 1991 [Early Years Services] Regulations 2016, Our Duty to Care 2002 and Children First National Guidelines for the Protection & Welfare of Children.

Procedures

Dropping off a child:

- The front door will be kept locked at all times to ensure the safety of all children and staff.
- Only staff are permitted to open the door to parents/guardians and visitors to the service.
- Children must be taken into the service and escorted to their designated room where their time of arrival will be recorded.
- Children must not be left in the foyer, hall, stairways or left outside the service prior to opening time.
- On arrival parents/guardians should share with their child's key worker/team leader any information which may be relevant to their child's care for that day/session.

Collecting a child:

- On collecting a child parents/guardians/carers are encouraged to meet with their child's key worker to be updated on the child's day and progress.
- The child's time of departure from the service will be recorded.
- A person other than parent/guardian collecting a child must be named on the child's registration form as an authorised person. The service should be informed immediately of any changes to those authorised to collect a child.
- A person collecting a child must be aged 18 years or over.
- If a person collecting a child is not named on the child's registration form as an authorised person the parent/guardian must inform a staff member **in person or by phone** before collection on each occasion. This person should then be added to the list of authorised persons by the parent/guardian
- On the first occasion, if the person collecting the child is unknown to the service staff, the person collecting the child must supply photographic identification.
- Seed to tree childcare will not release a child to anyone who is not authorised without prior consent from the parent/guardian.

Late collection of children:

- Where a parent/guardian knows they will be unable to collect their child at the agreed time they are required to consult the service to make alternative arrangements for collection.

An additional charge of €5 for every 10 minutes after collection time will apply in the event of late collection.



Seed to Tree Childcare,
Email: seedtotreechildcare@gmail.com
Web: <https://seedtotreechildcare.ie/>
Phone: 089 274 8118

Last Review Date of this policy: 11-Jul-2024

Signed: Pooja Patidar

Date: 11-Jul-2024

Name: Pooja Patidar

Person responsible for approving the Policy.



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Non-collection of children:

If a child is not collected 15 minutes after the end of their session/day and the service is unable to contact the parents/guardians, the emergency contacts or authorised persons the following procedures will apply:

- The child will stay at the service in the care of two staff members as required by The Child Care Act 1991 [Early Years Services] Regulations 2016.
- Staff will follow the procedures outlined in the Child Protection Policy and contact Tusla,/An Garda Siochana
- A detailed written report of the incident will be recorded including the time of calls made to parents/guardians etc.

Attempted collection by a parent/guardian who has been denied access by a Court Order:

Details of any Court -ordered custody arrangements must be provided to the service on registration of the child. A copy of the Court Order currently in place must be produced to the Childcare Services Director.

- A parent/guardian who has been denied access to a child through a Court Order will not be permitted on the premises of Askea Community Childcare Centre
- If such a parent/guardian gains access and insists on attempting to collect a child from the service the Childcare Services Director will call An Garda Siochana to have that person removed from the premises.

Attempted collection by parent/guardian/carer who is deemed to pose a threat to the safety, health or welfare of the child they wish to collect:

- Staff at Askea Community Childcare Centre reserve the right not to release a child to a parent/guardian or authorised person if they are concerned that to do so would pose a risk to the safety, health or welfare of the child.
- Staff will advise the parent/guardian or authorised person that they will contact an alternative authorised person to collect the child in such circumstances.
- If the parent/guardian or authorised person refuses assistance and insists on removing the child from the service then the Designated Liaison Person will contact Tusla/An Garda Siochana.

This policy was agreed and adopted by Askea Community Childcare Centre.

Date: _____

Signed by _____ on behalf of Committee of Management.