



Drop-off and Pick-up Policy

1.0 Policy Statement

This policy outlines the procedures for the safe drop-off and collection of children attending Ladycross nursery. It supports safeguarding and ensures that children are handed over safely to and from parents and carers.

2.0 Drop-off Procedures

- Parents and carers must bring children into the nursery and hand them directly to a member of staff.
- Children must not be left unattended at any time.
- Important information (such as health or routine changes) should be shared with staff at drop-off.
- Children must be signed in at reception if late in the morning – and parent required to complete late registration form.

3.0 Pick-up Procedures

- Children will only be released to adults authorised on the child's registration form.
- Parents must inform the nursery in advance if a different person is collecting their child.
- Staff may ask for photo identification if the adult collecting is not known to staff.
- Children must be signed out where applicable.
- Children should be collected promptly at the end of their session eg AM Session end time 12:00pm, PM Session end time 3:30pm

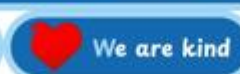
4.0 Late Collection

- Parents must contact the nursery as soon as possible if they are delayed.
- Late collection procedures will be followed to ensure the child's safety.
- Persistent late collections may result in additional charges or further discussion with Headteacher.

5.0 Safeguarding

- Children will not be released to unauthorised individuals.
- If concerns arise at collection, staff will follow safeguarding procedures.
- Emergency contacts will be used if a child is not collected and parents cannot be reached.

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Approved by SBO





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6.0 Responsibilities of Parents/Carers

Parents and carers are responsible for:

- Following drop-off and pick-up procedures at all times
- Keeping authorised collection details up to date
- Informing the nursery of any changes promptly

Review of Policy

This policy is reviewed annually or in response to changes in safeguarding guidance.

Approval

Approved by: Kathryn McKinley

Date: 21.01.2026

Next Review Date: Jan 2027

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