

Dropping Off & Collection Policy

Dropping Off

I would appreciate if you could let me know in advance if you are going to be arriving at a different time than arranged in our contract. I may not be ready to care for your child if you arrive unexpectedly early. If you need to change your contracted hours, please discuss this with me.

Collection

Please let me know who is going to be collecting your child each day so I know whom to expect. I will only release your child from my care to adults who have permission to collect him/her as you have listed in our contract or all about me booklet. In the event of an emergency, we can operate a password system where you can send someone not authorised to collect your child but who is able to give a password. In addition, a photo of the person in question would be required. (Picture to be sent on What's App) Please discuss with me if you would like to use this system.

I understand that sometimes delays are unavoidable but would appreciate if you could contact me to inform me if you are going to be late. Children learn routine very quickly and know when their parents are due. If you are late your child may become anxious/distressed so it is important that you try to arrive at the arranged time. In the event of you being delayed I will reassure your child that you are on your way and if necessary, organise additional activities and a meal.

If I have not heard from you and you are very late (30 minutes) I will try to contact you. If I am unable to contact you, then I will try your emergency contact numbers. An additional charge will be made for extremely late collection. During this time, I will continue to safely look after the child.

£2.00 above the full hourly rate will be charged if a child is collected later than the contracted time. If a child is collected earlier than the contracted time, the full fee still applies. Late drop off does not justify late collection.



Khadija Daycare