



# The Lindens

Steiner Waldorf Early Years

## DROP OFF AND COLLECTION, INCLUDING CHILD NOT COLLECTED PROCEDURE

### RELATED DOCUMENTS

Admissions Policy and Procedure  
Child Missing on Site Policy and Procedure  
Child Protection and Safeguarding Policy and Procedure  
GDPR Policy  
Confidentiality Statement  
Application and Enrolment Forms  
Working with Parents Policy and Procedure

Opening times for the kindergarten are 9am-1/3pm, and for the Little Kindergarten 9.15am-12.45pm.

### Kindergarten procedures

#### ARRIVAL

- Children must arrive each morning on time, for the smooth running of our rhythm and everyone's wellbeing. The kindergarten opens at 9am.
- Parents/carers are asked to come into the lobby with their children and bring them to the kindergarten door making eye contact with the teacher as a way of handing over the child. Parents/carers are made aware during the application process that they are responsible for their child until they enter the kindergarten room.
- In the case of unavoidable lateness parents should phone the kindergarten before 9am, so that we can help the child with the transition when they arrive.
- If a child arrives during a session, parents/carers should phone the kindergarten from the gate, so that we can let them in.
- The kindergarten register is taken at 9:20am, parents/carers should let us know by this time if a child is away on a particular day and the reason for the absence. If a child is not present at registration, we notify the family and ask them to provide a reason for the absence. If we do not hear from a family, we will phone them by the end of the day and record the reason for the absence in our register.
- We recognise that regular lateness or absence can be a sign of a range of safeguarding issues and the usual safeguarding procedures will be adhered to.

#### COLLECTION

- Kindergarten pick up is at 1pm for the morning group, or 3pm for children attending the full day.
- Parents/carers are asked to wait in the garden and we will bring the children out to them.
- If a child will be picked up by an adult other than their parents/carers or authorised adults, parents/carers are asked to let us know verbally, over the phone or via email.



# The Lindens

## Steiner Waldorf Early Years

- If a child needs to be collected during a session, parents/carers are asked to let us know in writing, or in an emergency, phone the kindergarten so that we can get the child ready and hand them over to the parent/carer.
- At times, parents/carers may unavoidably be running late to pick up their child and we ask that they phone the kindergarten by the collection time (1pm/3pm) to let us know when we can expect them.
- If a child is not collected by 1:10/3:10pm and we have not received a message, we will try contacting the parents/carers. If there is no reply, we will try calling the emergency contact numbers.
- During this time, we will continue to safely look after the child.
- We will continue to try the parents' and emergency numbers, but after an hour from the original collection time, (2pm/4pm) we will seek advice from the Local Authority.

### Little Kindergarten procedures

#### ARRIVAL

- Children must arrive each morning on time, for the smooth running of our rhythm and everyone's wellbeing. The little kindergarten begins at 9.15am.
- Parents/carers are asked to get their children ready for garden time and bring them to the sandpit area making eye contact with the teacher as a way of handing over the child. Parents/carers are made aware during the application process that they are responsible for their child until they enter the sandpit area.
- The gate is locked at 9:30am. In the case of unavoidable lateness parents should phone the kindergarten before this time, so that we can help the child with the transition when they arrive.
- If a child arrives during a session, parents/carers should phone the kindergarten from the gate, so that we can let them in.
- The kindergarten register is taken at 9:35am, parents/carers should let us know by this time if a child is away on a particular day and the reason for the absence. If we do not hear from a family, we will phone them by the end of the day and record the reason for the absence in our register.
- We recognise that regular lateness or absence can be a sign of a range of safeguarding issues and the usual safeguarding procedures will be adhered to.

#### COLLECTION

- Pick up from the Little Kindergarten pick up is at 12.45pm.
- Parents/carers are asked to wait in the garden and we will bring the children out to them.
- If a child will be picked up by an adult other than their parents/carers or authorised adults, parents/carers are asked to let us know verbally, over the phone or via email.
- If a child needs to be collected during a session, parents/carers are asked to let us know in writing, or in an emergency, phone the kindergarten so that we can get the child ready and hand them over to the parent/carer.



# *The Lindens*

*Steiner Waldorf Early Years*

- At times, parents/carers may unavoidably be running late to pick up their child and we ask that they phone the kindergarten by the collection time (12.45pm) to let us know when we can expect them.
- If a child is not collected by 12.55pm and we have not received a message, we will try contacting the parents/carers. If there is no reply, we will try calling the emergency contact numbers.
- During this time, we will continue to safely look after the child.
- We will continue to try the parents' and emergency numbers, but after an hour from the original collection time, (1.45pm) we will seek advice from the Local Authority.