Salisbury Heights Preschool

Collection of children procedure

If someone different is to pick a child up at the end of session, Parents are to inform staff of the change by speaking to one of the staff and also recording the details in the collection diary on the kitchen shelf. Staff are to check with the Parent that this person's details are recorded on the enrolment form. If not and it is likely to be a regular situation they could be added to the form. (If the page is full, extra pages are on the noticeboard & need to be signed by Parent)

If the person picking up a child is unknown to staff, their ID should be checked.