**Busy Bodies Child Care Centre Ltd**

**Taking and collecting children from St Laurence’s School**

**At 08:50**

A member of staff takes the before school and nursery children down to St Laurence’s school or nursery. Depending on the amount of children going down this could be 1, 2 or 3 adults. A book with the children’s names in is also taken down to ensure correct all of the children have been taken to school. The member of staff has a mobile phone in case of any queries or an emergency. Children are kept grouped together to ensure safety and as the path is often messy children are advised to watch where they are going at all times.

**At 11:30**

One or two (depending on amount of children) will go down to St Laurence’s nursery to collect children. The members of staff records any messages from the nursery in a book and passes the messages on to the child’s parent/carer when the child is collected. The mobile phone will also be taken in case of emergencies.

**At 12:45**

One or two (depending on amount of children) will take children down to St Laurence’s nursery. They will pass any messages on to the nursery teacher and also let them know what the children have been doing in the morning. The book and mobile phone will be taken.

**At 15:30**

We collect children and young people from the school and nursery. A book / register is taken down which holds all the information on who we are expecting to collect on that day. We also makes notes in this book with information to pass on to the parents/carers. Once everybody is together and out of school we walk back up to Busy Bodies. Once again the we stay grouped together to ensure safety and that everybody is watching where they are going.

If a child was not at nursery or school to collect for any reason we would contact the child’s parent / carer to make sure that the child isn’t at school or nursery.

If a parent / carer books in extra during the school day it is up to them to inform the school who will then pass the message on to the child / young person.

If a child thinks they are coming back to Busy Bodies but we haven’t got them on our register it is up to the school to contact the child’s parent / carer.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

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