



Foresteers Outdoor Preschool Child Release Policy

Reviewed January 2026

Reviewed by Hayley Smith - Preschool Manager

Parent/carer/carers must note that Foresteers Outdoor Preschool operates from 7.30am – 5.30pm. Parent/carers should ensure children are brought no earlier than 7.30am and are collected by 5.30pm, when the preschool closes.

- If a parent/carer is unavoidably delayed due to circumstances beyond their control, they should make every effort to contact and inform the preschool on – **07485785962**
- Parent/carers who are late to collect their child will incur a charge of £15 for every 15 minutes you are late. You will be invoiced accordingly for this. Please ensure that your child is collected on time so we do not have to take this action.
- If parent/carers have not arrived by 5.45pm then staff will inform the Preschool manager who will follow the Non-Collection of Children Policy in line with Safeguarding Procedures.

Signing in

- Each day a member of staff will meet the parent/carer and welcome the child into Foresteers Outdoor Preschool, asking for any special requirements or points to note.
- The child's name will be recorded on the register. The register will already specify the names of all the children attending the day. The register will be completed correctly each day.

Procedure for collection by people other than parent/carer

- If the child under the care of Foresteers Outdoor Preschool is to be collected by someone other than their parent/carer or carer, that person must be listed on the Enrolment Form completed when the child commenced with Foresteers Outdoor Preschool.
- The person collecting the child will be asked for the password that was provided on the Enrolment Form and/or for photographic identification. If the password is not provided that person will not be able to collect the child. In this instance the child's parent/carer will be telephoned immediately and if necessary the South Yorkshire Police will be contacted (telephone 999).
- Should the parent/carer wish to add another person or people to the approved list of people to collect their child, this needs to be done in person by amending the Enrolment Form (held by Foresteers Outdoor Preschool) and signing the amendment.
- We will not permit a child to leave the premises unaccompanied or with an unauthorised person.

Emergencies and Illness

- For emergencies or illnesses that require immediate collection by the parent/carer, please refer to the appropriate policy (eg Sickness and Emergency Treatment Policy, Emergency Evacuation Procedures).

This policy was adopted on	Signed on behalf of the preschool	Date for review
<i>1st January 2026</i>	<i>Hayley Smith</i>	<i>December 2026</i>