**Dropping Off & Collection Policy (Sept 2025)**

**Policy Statement:** At Little Acorns preschool, children's safety and security during drop-off and collection times remain paramount. This policy aligns with the revised Early Years Foundation Stage (Sept 2025).

**Authorised Persons:**

* Children will only be released to parents, legal guardians, or individuals explicitly authorised by parents in writing.
* Parents must promptly notify the preschool of any changes to authorised collection arrangements.

**Identification:**

* Authorised individuals must be provided with a password by the parents.

**Arrival and Departure Records:**

* Accurate records of each child’s arrival and departure times are diligently maintained.

**Notification of Absence or Delay:**

* Parents are required to inform the setting in advance regarding absences or delays.
* Unexpected delays should be promptly communicated.

**Handover Procedure:**

* Smooth and secure handover processes are prioritised, enabling effective communication between the staff and parents or authorised individuals.

**Child Release Policy:**

* Children will only be released to pre-authorised individuals.
* In cases of uncertainty, parents or legal guardians will be contacted directly for verification prior to release.

**Late Collection:**

* Parents or authorised individuals are expected to adhere to agreed-upon collection times.
* In the event of unavoidable delays, immediate notification to the preschool is required to facilitate alternate arrangements.
* Collections over 5 minutes late will incur a late collection fee.

**Collection by Minors:**

* Minors, including siblings or friends, are not permitted to collect children from the childminding setting.

**Confidentiality:**

* All sensitive information provided by parents or legal guardians, including custody arrangements, remains strictly confidential.

**Alignment with EYFS 2025 Changes:**

* This policy fully integrates EYFS 2025 revisions, prioritising children's safety, clear communication, secure procedures, and confidentiality.

Signed: Chairperson  
Date: September 2025