

### **Children's departure policy.**

We will only release a child into the care of the parent, if for any reason someone else is required to collect your child from 'Little Gems' we will need prior written consent of this, we would also like to meet anyone who will be collecting the child before the collection time, if there is a problem regarding guardianship we will need it to be clarified who the legal guardian is.

### **Non-collection.**

- At the point it becomes apparent that the child is not going to be collected, all contact telephone numbers will be tried.
- If the parent/carers and emergency numbers cannot be contacted messages will be left where possible, a charge of £2.50 per half hour will be incurred during such times.
- If after two hours no contact has been made then the advice of the police and social services will be sought.
- No unauthorised person will ever be allowed to remove a child from the setting.
- No child will ever be released into the care of another minor (any person under the age of sixteen) even a family member.