

## **POLICY STATEMENT ON LEAVING & COLLECTING YOUR CHILDREN**

It is Wingle-Tye's policy for parents/carers to sign their children into the setting and indicate on the signing-in form if someone else will be collecting their child. If the circumstances for collection change during the session, please notify us by telephone or letter, using a password.

Parents/carers must also sign their children out of Wingle-Tye. No child will be allowed to leave with anyone other than the parent/carer who admitted them unless we have been previously told. Please note, a sibling is not allowed to collect a playgroup or pre-school child. Once your child is returned to you, please keep the door area clear. If you need to speak to a member of staff, please wait until all the children have been returned to their parents/carers.