



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

It is Wingle-Tye's policy for children to be signed into the setting by a staff member. If the circumstances for collection change during the session, please notify us by telephone using a password.

Staff will also sign the 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 child. Once your child is returned to you, please follow the one-way system keeping 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/carer.

It is most important that children are not allowed to wander around the car park. Your co-operation would be appreciated.