Dropping Off & Collection Policy

Name:Sticks N Stone

I have a doorstep (drop & go) drop off and collection policy in place. I will take your child from you at the door and welcome them into my home at your scheduled drop off time in the morning. At collection time I will have your child ready so that I can hand them over to you at the door this will help the ease of congestion. Please make sure that you are on time to collect your child. If you are running late or need to change your collection time, please let me know in advance so that I can adjust the end of the day routine for your child and ensure that they are not unsettled and that your new pick up time doesn't interfere with other pick ups.

Dropping Off

Please let me know in advance if you intend to arrive at a different time from the contracted one. If you arrive early, I may not be ready to care for your child. If you arrive late, this may interfere with the school run and may result in not been able to take your child in at that time. We ask parents to leave their childrens belongings where possible with us, this helps with a quicker and smoother drop off and collection. If you have any information you think we need to know about we would be great full if you could advise us of this before your scheduled drop of time via our family app, this could include any creams we may need to know about, teething, been unwell previously. This also is the same for any medication you child may need, we will need this in writing via the app or text before your child arrives so we can have the necessary forms ready to sign.

Collection



I will only release your child from my care to adults who have permission to collect the child. I therefore require that you provide me with a list of those people. I would also find it useful if I could meet them before an actual pick-up time. In an emergency I can operate a password system where you can send someone who is not on your authorised persons list. If I am in any doubt, I will contact you to confirm before I release your child. If this cannot be done, I will not be able to let your child go until I have made contact with you.

It is important that you arrive at the contracted time to collect your child. Even very young children learn our routine and can become distressed if this is altered without notice and can cause a back log of parents also collecting. If you are going to be late for any reason, please contact me to let me know and of the expected time you will arrive. This allows me to prepare your child and stop congestion for other parents collecting.

If I have not heard from you and you are very late, I will try to make contact with you. I will also attempt to contact the emergency numbers provided. If I am unable to make contact with anyone I will contact social services and follow their advice.

Please be mindful of our neighbours when parking and remember this is also a school road which gets very busy at times, so we recommend drop off and collection times are confirmed outside of school drop off and pick up times where ever possible.

I reserve the right to make an additional charge for late collection.

Policy update Date: February 2024

