



Child Release Policy

Review date : May 2020

Reviewed by: Phil Parker

Parents must note carefully that FUNDA Holiday Camps operate between 8:30am – 5.00pm (8am-6pm selected venues), Monday – Friday excluding bank holidays. Parents should ensure children are brought in no earlier than these times and are collected no later than the end time.

If a parent is unavoidably delayed due to circumstances beyond their control, they should make every effort to phone the nursery to inform them.

Parents need to arrive five minutes prior to closing time which gives enough time to get their child / children organised and potential for staff to give feedback on your child's day. This will allow enough time to ensure that you have left the venue at our closing time.

Parents who have not collected their child by their venues end time will incur a charge. This will be at the discretion of the management. Please ensure that your child / children are collected on time so that we do not have to take this action.

The staff procedures if parents / carers have not arrived at the venue by closing time are as follows:

- At (venue end time) parents are phoned and requested to collect their child immediately;
- If no contact has been made with the parents 10 minutes after the camp finishes the emergency contact persons are phoned;
- If 30 minutes pass and staff have been unsuccessful in contacting parents or emergency numbers, the Quality Assurance Leader will be phoned. The Quality Assurance Leader will contact the Lancashire Police (telephone 999). A note will be left on the venue door indicating where the child is.

Signing in and out

Each day an educator will meet the parent/carers and transition the child into FUNDA Holiday Camps, asking for any special requirements or points to note.

The child's name and drop of time will be recorded on the mobile device. The mobile device will already specify the names of all the children attending.

The child must also be signed out of the mobile device at the end of the day. The signing in / out on the tablet will be completed correctly each day and recorded appropriately.

Procedure for drop-off / pick-up by people other than parent / carer

If the child under the care of FUNDA is to be dropped off or collected by someone other than their parent or carer, that person must have the FUNDA child's secure four digit sign in/out pin.

The person collecting the child will be asked for the secure sign in/out pin that was provided via email upon registering. If the pin is not provided that person will not be able to collect the child. In this instance the child's parent / carers will be telephoned immediately and if necessary the Lancashire Police will be contacted (telephone 999).

Emergencies and Illness

For emergencies or illnesses that require immediate collection by the parent / carer, please refer to the appropriate policy (eg Sickness, Medicine and Emergency Treatment Policy, Emergency Evacuation Procedures).