

CHILD COLLECTION POLICY

- It is the policy of our childcare service that children may only be collected by the person(s) named on the registration form.
- The Parent/Guardian must notify the staff if an alternative person is to collect the child. A “Change in Collection Notification” form must be completed.
- We earnestly request parents to co-operate with regards opening and closing times.

The centre is opened from 9am until 6pm. Please collect your children on time in the evenings. If you think you will be delayed please consider the staff on duty and contact them immediately.

This Policy was adopted by a meeting of Greenfield’s Childcare Centre held on:

Signed on Behalf of Greenfield’s Childcare Centre: _____