**Bright Sparks**

**Childcare**

*School collections Policy*

**Bright Sparks understands there are added risks involved in the care of children when they are outside the provision and endeavor to minimize these by the following measures:**

* Parents must ensure they complete a booking form for every week that they require us to care for their child. The forms must then be handed into a member of staff along with payment prior to the first date care is needed.
* The staff must then book the child in immediately by adding them to the regular bookings sheet and inform a senior member of staff who will finalise any arrangements.
* It is the supervisor’s responsibility to ensure that all booking forms are dealt with by the end of the day.
* When off the premises with children, ratios are halved, to 1 adult to 4 children aged 5-8 and 1 adult to 2 children aged under 5. These ratios will be strictly adhered to at all times. There will be 2 adults present at all times.
* Children who are picked up on foot and are under 8 years of age must stay close to the adult, holding their hand when possible and at all times when crossing roads. Children must also always walk and never run.
* Children picked up by car must enter and leave the car by the pavement side wherever possible (or preferably in a safe car park). Once out of the car the same rules apply as for walk-in children. Children must be seated on booster seats and wear seat belts at all times. The children will always be seated in the safest seats (the 2 side rear seats) whenever possible. Only when theses seats are in use by children will the center seat be used.
* All vehicles used for transporting children must have adequate insurance, up to date tax and mot and the driver must have a clean suitable driving license. The nursery manager will require documentary proof of this.
* When leaving a child at school or nursery staff must ensure that responsibility for the child has been relinquished before they leave. This can be by: Telling the school/nursery staff that you are leaving the child with them or by supervising the child until they have safely entered the school/nursery building. In the case of nursery, ensuring the other nursery staff are aware the child is now with them.
* Parents must ensure that they notify the school whenever we will be picking their child up. Wherever possible children are picked up from the office to minimise mistakes and to aid peace of mind.

* Staff must always wear identification when picking up children and must carry a first aid kit and nursery camera free mobile phone that has its number logged in the nursery in case of an emergency.
* Schools are given a contact number for the nursery in case of any confusion or emergency.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Review date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_