



COLLECTION PROCEDURE

At St. Andrew's Montessori we request all parents complete a registration form and collection form which include photographs of authorised persons for collection.

This must be completed before their child's first day of school. All parents must inform the school of three authorised persons to collect their child.

All parents are requested to keep mobile telephones switched on whilst their child is in our care.

If a parent would like to authorise another adult to collect their child the school must be informed prior to the collection day. We require a photograph or introduction to two members of staff, a password and the child's date of birth.

If a child is going home with another child from St. Andrew's Montessori, the parent must write on the white board in the Welcome Area and inform the child's teacher on that day.

In the event of the school being unable to contact the authorised persons for collection, two members of staff will stay with that child. The Principal will continue to contact the authorised persons until the matter is resolved.

In the event of the school being unable to contact a parent, we will telephone the Police who will sort out care provision for the child

This will be recorded in our 'Incident Book'.