

Saffimah Northfield Academy

Daisy drive, Kuchikau phase 2. Near Sino block industry and 1 km away from Birmingham University
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Dropping Off and Collection Policy

Dropping Off

If you arrive unexpectedly early we may **not** be ready to care for your child, as the teachers will be setting up for your child. We also encourage you **not** to be late. As a role model for your child, this is the time to begin to show them good examples. School starts at _____ We will accept your child any time from _____ unless a different arrangement is made.

Collection

We will only release your child from our care to adults who have permission to collect him/her. We will therefore need you to provide us with a list of people authorised to collect. It would be helpful, if we do **not** know them, to include a description or a photograph for us to keep on file. In the event of an emergency, we can operate a password system where you can send someone **not** authorised to collect your child but who is able to give the password. Please discuss with us if you would like to use this system.

It is important that you arrive at the contracted time to collect your child (that is ...pm, unless registered for afterschool). Even very young children learn our routine and know when their parents are due. They can become distressed if you are late. We know sometimes delays are unavoidable, especially if you are relying on public transport. If you are delayed, for whatever reason please contact us and let us know when you expect to arrive.

If we have not heard from you and you are very late we will try and make contact with you. We will also attempt to contact the emergency numbers provided.

We deserve the right to make an **additional** charge for frequent late collection.

Sign/Date: _____

Parent of: _____