



Little Forest Folk

Child Release Policy

Date Created: November 2024

Reviewed by: Xiao Flynn on 14th July 2025

Parents must note carefully that Little Forest Folk Winkworth operates full days from 8am to 6:00pm and half days 8am- 1pm and 1pm – 6pm. Parents should ensure children are brought in no earlier than these times and are collected before the nursery closes.

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 ten minutes prior to closing time which gives enough time to get their child / children organised and for staff to give feedback on their child's day. This will allow enough time to ensure that you have left the nursery at our closing time.

Parents who have not collected their child by 1pm or 6:00pm, depending on their session, will incur a charge. The fine for late collection is £10 + £1 per minute that parents arrive after their session has ended. 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 nursery by the end of the child's session are as follows:

- At 1pm/ 6pm parents are phoned and requested to collect their child immediately;
- If no contact has been made with the parents by 1.10 pm/ 6:10pm the emergency contact persons are phoned;
- At 1.30pm/ 6:30pm if staff have been unsuccessful in contacting parents or emergency numbers, the nursery manager/director will be phoned. The nursery manager/director will contact the Police (telephone 999). A note will be left on the nursery door indicating where the child is.

Signing in and out

Each day an educator will meet the parent/carer and transition the child into Little Forest Folk, asking for any special requirements or points to note.

The child's name and drop off time will be recorded on our Family digital nursery system using the staff phones app. The system will already specify the names of all the children attending the day and the type of care that they are enrolled for (e.g. full day or sessional day). The drop off will occur at Colt Cottage, Hascombe Road, Godalming, Surrey GU8 4AD for full day children and the forest site within the Arboretum for half day children.



The child must also be signed out of the system at the end of the day. Pick-up for the full day and sessional children will be as above.

The signing in / out on the system 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 Little Forest Folk is to be dropped off or collected by someone other than their parent or carer, that person must be listed in the child's profile on our Family digital system completed when the child commenced with Little Forest Folk.

The person collecting the child will be asked for the password that was provided. If the password 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 Police will be contacted (telephone 999).

Should the parent / carer wish to add another person or people to the approved list of people to drop-off / collect their child, this needs to be done in writing in advance.

Emergencies and Illness

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