



Drop & Collection policy

Date: 22/5/2025

Review On- going

By whom: Sam or Rachel

- Main garden gate to be used for drop off and collections.
- Staff to check the video camera before going to the entrance gate to confirm whom is at the gate before taking the children out or collecting.
- Gate to be locked at all times apart from when taking children to and from collections.
- Main front door to Milestone not to be used for collection and drop off.
- If parents have not advised of another adult collecting their child, we will need to call parents for password and approval and reserve the right to withhold the child in our setting and care until confirmed.