



Multiple Contact Policy

It is not uncommon for families to share care and collection of children with other family members and friends. As stated in the dropping off/collection policy, only adults who you have added to your collection list will be permitted to collect your child from the setting.

It is very important in these circumstances that we ensure that important information is shared amongst all adults who may drop off and collect your child on a regular basis. Without an effective system in place important messages may not be passed on or information lost.

Another important thing to consider is your wishes as to what information you want shared or discussed with other adults who collect your child. For example, you may not feel it is appropriate to discuss potty training with grandparents or prefer developmental progress only discussed with you.

Where your child is to be regularly dropped off or collected by other adults, we will therefore ask you to complete a Multiple Contact Information Sharing Form. This will allow staff to see who regularly drops off and collects your child on which days, what information you want staff to share or discuss with them and how this information should be also passed on to you.

Should you have any concerns regarding this policy, please do not hesitate to discuss them with management.