



HOLY TRINITY ENNISKILLEN

Pre-School Child Collection Policy

Policy approved by Board of Governors

Dated

Signed

Review Date

Holy Trinity Pre School Child Collection Policy

All parents/carers are required to fill in a data collection form when enrolling their child/children in Holy Trinity Pre-School giving details of who will collect their children each day. All parents/carers are asked to inform Holy Trinity Pre-school Staff of any changes made to the collection schedule of their children. These amendments include changes made to decisions on who will collect/not collect their child. Such information will be noted and changed on Data Collection form by the Pre-school Staff/Leader and will help to ensure the safety and security of each child at all times.