



ISG
International
Preschool of Gdansk

Gdańsk, April 2024.

Situations when a child is not collected from the preschool.

1. Children should be collected from the preschool no later than 5.30 pm.
2. If a child is not collected after the preschool's opening time, the teacher is obliged to contact the child's parents by telephone.
3. If, despite the measures taken, it is not possible to contact the parents or persons authorised by them, the Director of the preschool should be notified.
4. The Director decides to notify the police. The teacher in whose care the child remains is obliged to make a note of the incident, signed by the witnesses.
5. Further actions related to the possible placement of the child in the Care Centre are taken by the police.
6. Following the incident, the Headmaster will interview the child's parents in order to clarify the situation and oblige them to comply with the law in force at the preschool.
7. If the cases of not picking up the child from the preschool are repeated, the Headmaster is obliged to notify the Family Court - Family and Juvenile Department and inform the parents about the actions taken.