

LATE COLLECTION POLICY

If a child has not been collected from Nursery the following steps will be followed:

1. A member of staff will keep the child who has not been collected calm and amused.
2. If no telephone call, or sign of the parent/guardian has been received 15 minutes after the end of the session, another member of staff will contact all telephone numbers given for the child:
 - home telephone number
 - parents/guardians mobile numbers
 - work telephone numbers
 - any other numbers given
3. Messages will be left where possible.
4. If after a further half an hour there is still no sign of the parent/guardian we will try all contact numbers again.
5. After that, if still no reply, Social Services will be contacted. A message will be left on the parent/guardian's phone telling them that the Social Services have been contacted.
6. When a parent arrives late to collect their child(ren) from the nursery, they need to sign the 'Late Book'.