

LATE COLLECTION OF NURSERY CHILDREN/ CHILD ATTENDANCE

If a child is not collected from the nursery by 6.30pm on a Tuesday, Wednesday or Friday; or by 10.00pm on a Monday or a Thursday, nursery staff will contact the child's parents, next of kin, or the emergency contact person

If there is no reply from the above, the following steps should be taken:

1. Messages will be left for parents or emergency contact numbers.
2. Two members of staff will always remain on duty whilst the child is on nursery premises.
3. A member of the management team will be contacted and kept informed of the situation.
4. The Social Services department for the area in which the child resides will be contacted and full details will be given.
5. A member of the management team will meet with the parent the following day to carry out a full investigation.
6. A late charge fee will be added to the bill if a child is collected after closing hours.

CHILD ATTENDANCE

Parents/Carers are responsible for reporting the absence of their child either by email or by telephoning the nursery on the morning of the child's absence. If no contact has been made by the parent/carer the nursery will contact the parent in order to ascertain the reason for absence. These reasons will be recorded in our log book.

File: latecollectpol
06/17