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## LATE COLLECTION PROCEDURE (NURSERY) 2021

Headteacher: ..... Ms. V. May

Chair of Governors: ..... Ms A-M Devlin

Date: 12<sup>th</sup> May 2021

Review: May 2022



# Reckleford Nursery

## Late Collection of Child Procedure

If a parent/carer is late picking up their child please follow the procedure below.

- Check the signing in sheet for any information about changes to normal collection.
- If no information is available, parents/carers need to be contacted at home or at work.
- If this is unsuccessful the adults who are authorised by the parents/carers to collect their child- and whose numbers are detailed on the contact forms- are contacted.
- All reasonable attempts are made to contact parents.
- The child stays in the care of two fully-vetted staff members until the child is safe.
- The child does not leave the premises with anyone other than those named on the registration form and on the signing in sheet, or if the correct password is offered by the person collecting the child.
- If no-one collects the child and the premises are closing, or **staff are no longer available to care for the child**, we apply the procedure set out in our child protection policy. We contact the Children's Social Care Department (0300 1232224).
- A full written report of the incident is recorded; and
- Depending on circumstances, **we reserve the right to charge parents for the additional hours worked by our staff.**

We reserve the right to make a charge of £2.00 per quarter of an hour should you be late in collecting your child from nursery