



LATE COLLECTION AND UNCOLLECTED CHILD POLICY

UNCOLLECTED CHILD

It is our policy to provide care for your child during contracted hours. The procedure below is to be followed if you fail to collect your child at the appointed time.

Procedure if a child is not collected

If you are running late to collect your child please contact us as soon as possible

If a child is not collected within the first 10 min after the agreed collection time and we have not been contacted with an explanation, we will try calling the parents' contact numbers.

Then will try the emergency contact numbers provided on your contract.

During this time, we will continue to safely look after the child.

We will continue to try the parents' contact numbers and emergency numbers. If we have heard nothing after two hours from the original agreed collection time, we have a duty to inform the local authority duty social worker.

LATE COLLECTION

If you are running late to collect your child please contact us as soon as possible

We reserve the right to charge an additional fee for late collections. £2.50 pounds for every 5 min that the parent/carer is late.

Policy written by: Katia Orendain and Danitza Orendain

Date policy was written	21/08/2023
This policy is due for review on the following date	21/08/2024

England

Meeting the Early Years Foundation Stage Safeguarding and Safeguarding and Welfare Requirements
Information and records, information for parents and carers