

Late/Non-Collection of Children Policy

Presented to	Date	Signature
School Management Team		(Chair)
Collegiate		(Facilitator)
Trustees		(Chair)

1. Procedure for Rowans Day Nursery

- 1.1. If a child is not collected at the expected time, the nursery manager must be informed by a member of staff.
- 1.2. The child should continue to be cared for as usual and every effort made to make sure the child is not upset by the situation.
- 1.3. It is the manager's duty, or deputy if the manager is not available, to use all contact numbers to contact a member of the family.
- 1.4. If the parent or carer has still not arrived after Nursery closes at 18:00 and staff have been unable to contact another member of the family or family friend it may be necessary to contact Social Services and take their advice.
- 1.5. Children will not be allowed to go home with another parent/carer unless signed permission has been given by the child's parent/carer.
- 1.6. Parents and carers should be aware of the procedure to be followed in this situation and note that in case of late collection (after 18:00) without good reason, charges will be made.
- 1.7. A verbal warning may be given to the parents/carers before any further action is taken.
- 1.8. If the parents/carers still do not comply with closing times, after two consecutive late pickups (after 18:00), parents/carers will be given a letter to inform them they will be charged. Please see attached letter.
- 1.9. If parents/carers continue to pick up children late after three late charges, they shall be asked to make different arrangements for their children.