



Uncollected child

In the event that a child is not collected by an authorised adult at the end of a session/day, the nursery puts into practice the following agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedure

The nursery closes promptly on Mondays, Tuesdays and Wednesdays at 3pm and at 12.30pm on Thursdays and Fridays. If your child is not collected on time, our legal liability relating to the staff/child ratio will be infringed as two members of staff must remain at the nursery until the last child has been collected.

Any parent/carer who is late collecting their child will have to pay a charge which helps to cover the additional staffing costs incurred for this reason. The charge is £5 for the first 5 minutes, with an additional £5 for every 5 minutes thereafter.

If a parent is unavoidably delayed due to an emergency, they must contact the nursery to say they will be late and arrange with the staff what to do. Two members of staff will stay with the child until a named person collects them.

If, in the event of us not being able to contact parents/carers/named people, staff will stay with the child until someone can be contacted. Persistent lateness in collecting your child amounts to abandonment and will result in following steps being taken -

- A verbal warning
- A written warning
- A call will be made to SPOA and their advice followed.