

Nicki Day Nursery

Procedure For Late collection of children

It is important to always let the nursery know if you are going to be late collecting your child. This help us explain to you child why they are still waiting for you. If your child is collected after the agreed time, then you will be **charged £1 every minute**

If there is no telephone call from you 15 MINUTES BEFORE your child's collection the following procedure is put into action.

1. a member of staff will telephone you and your emergency contact numbers that you have provide. If there is no answer a message will be left on the voicemail or a text message sent.
2. if we continue to be unable to contact a responsible person who is known to the child, we will contact the social service or police.
3. we will ring the contact number again to inform you/ them that either the child is with the police or information has been logged with social services.
4. if you contact the nursery to inform us that you are running late this will be logged in our late book and is added onto your children as part of information sharing when the child leaves the nursery this policy was adopted at a meeting held at Nicki Day Nursery.