



## Footsteps Nursery

### Late Collection of Children

Parents and Carers need to agree several issues with the Room Leader when their child is enrolled in Footsteps Nursery:

- The hours and days the child will attend will be agreed
- The contact details of the parents or carer, an emergency contact person and any other person designated to collect the child must be given and held at Footsteps Nursery.

In the event of a child not being collected:

- Two members of staff will remain with the child until he/she is collected
- Every effort will be made by the Room Leader (or deputy where appropriate) to contact the person designated to collect the child after 10-15 minutes has passed if no contact has been made to the school office.
- If the designated person cannot be contacted, then the parents or emergency contact will be phoned.
- If all attempts to contact the above fail and 30 minutes have lapsed since the collection time, Social Services may be advised and they will make arrangements for the safety and security of the child.
- If after 5 minutes has elapsed from the time that the session has ended, the Room Leader reserves the right to charge a fee of £20 for late collection.
- Notice will be given for a first incident of late collection and this will be recorded.
- All children will remain in Nursery until collected by their parent or designated person

Signature of Parent.....

Approved by the Resources Committee at its meeting on:	22 <sup>nd</sup> October 2021
Chair of Resources signature:	
Date:	23.10.2021
Review date:	Autumn 2022