

**SUNNY SKIES NURSERY
OUR PROCEDURES FOR NON-COLLECTION OR
LATE COLLECTION OF A CHILD (POL15) 08/17[v.5]**

NON-COLLECTION

- In the event of a child not being collected at the end of the session/day, the child will be kept at Nursery during the following procedure:
 - Every effort will be made to contact the child's parent/carer or any alternative, authorised persons as stated in the child's registration details.

 - If the child is not collected by a parent/carer or nominated authorised person, by the close of the Nursery day, no explanation has been received, and/or no contact can be made with the parent/carer or the authorised persons, *the nursery team will wait no longer than 30 mins before telephoning the police. Children's Social Care [formerly Social Services] will also be contacted.*

- During this time, the child will receive the same high standard of care in order to cause as little distress as possible

- The child's safety and well-being is paramount at all times

LATE-COLLECTION

- In the event of a child not being collected at the agreed time, there will be a charge, currently £10.00 per 15 mins or part thereof, over the agreed time. If this is after 6pm or 5.30pm on Fridays, it will rise to £40.00 per 15 mins or part thereof