

## LATENESS/LATE COLLECTION

### **Lateness**

If you are unable to collect your child at the normal time you must let the nursery know, and if necessary, make alternative arrangements for collection. Please inform nursery if anyone else will be collecting your child.

If for any reason you collect your child after your agreed collection time you will have to pay a fine of £10.00 for every 15 minutes.

The children are very sensitive to being 'the last one.' Please do try to be prompt in collecting your child. Although they are with familiar staff, they still often feel anxious.

### **Late Collection**

If a child has not been collected from nursery, staff would exhaust all possible contact numbers supplied by the parents on the child's file.

A child must only be collected by an adult aged 18yrs or over.

### **A Parent 'Unable' Or Unwell To Take Their Child Home**

Wherever possible staff will aid parents in handing the child over to them safely at the end of the day. However the nursery does have 'a duty of care' to the child and their safety is paramount.

If a parent/carer arrives to collect their child and they appear unwell and may not be able to manage their child, a member of staff shall offer assistance by offering to call an adult 18yrs or over such as a relative, colleague or friend to help you with your child.

If a parent arrives at the nursery intoxicated and intends to drive their child home. The nursery shall offer assistance again by offering to call an adult 18yrs or over such as a relative, colleague or friend to help you with your child. The nursery will not intentionally allow a child to leave the nursery if they feel their safety is at risk.

In the unlikely event of the above occurring the Nursery Manager shall log an incident sheet and discuss this with the parent at the earliest opportunity.