

## **Uncollected / Late Collection Of Child**

If a parent / carer fails to collect a child the following procedure will take place:

1. Telephone parents / carers.
2. Telephone the child's emergency contact.
3. Telephone other given contacts on the child's application form.
4. Telephone parents / carers for a second time if the above is not successful.

These details can be obtained from the child's individual records stored in the office.

The time period to allow a parent / carer to come and collect their child before the Integrated Front Door is contacted is half an hour. If the child is uncollected at 6pm then the Integrated Front Door will be contacted for information if no contact can be made from anyone on the child's individual contact list by 6.30pm.

The Integrated Front Door contact - 0151 606 2008

The Integrated Front Door Out of Hours contact - 0151 677 6557

We will then follow advice given by the Integrated Front Door.

The nursery has two sessions per day. 8am until 1pm and 1pm until 6pm, unless a prior arrangement has been made with the manager / Deputy. Failure to collect your child on time at the end of their session will result in a late charge being incurred. Constant late collection may result in your child's place being reviewed. The current late charge fee is £5.00 for the first 15 minutes and £5.00 thereafter per additional 15 minutes.

**This policy was revised & updated on the 15th August 2022**  
***Eversley Nursery School***