

Highbury Primary School & Nursery



Nursery Late Collection Policy

Statement of Intent

Highbury Primary School and Nursery aim to provide a safe environment for the children in our care at all times. This Policy is to establish clear procedures in the event that a child is not collected at the end of their Nursery session.

Aim

It is our aim to ensure that all children are collected on time at the end of their session. We understand that this is not always possible and therefore procedures are in place to safeguard the children in our care.

Policy

Minimising the Possibility of Late Collection

The times of nursery sessions are clearly communicated to parents when their child starts nursery. We ask parents to:

- Telephone the nursery as soon as they know or suspect they are going to be late.
- Inform nursery immediately of any changes to contact telephone numbers.
- Ensure nursery have the details of at least two emergency contacts in the event that the parent cannot be reached.
- Make alternative arrangements to collect their child by a designated adult if they know they are going to be late. If the designated adult is unknown to nursery staff, the parent must ensure the adult has the password stated on their child's application form.

If a child is not collected

In the event of a delay, nursery staff will attempt to contact the parent. Where the parent cannot be located, emergency contacts will be called directly. If no contact can be made by the parent or emergency contact after thirty minutes, Children's Social Care will be telephoned.

Charges

If no contact has been made to advise a delay in collection, a late collection charge of £5.00 for the first 15 minutes (or part thereof) will be applied. A further charge of £5.00 will be made for each 15 minutes after that (or part thereof). This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur. This charge will also apply to parents who are late collecting from morning or lunch sessions.

Please remember - a phone call to nursery can often avoid a late collection charge.

Policy Reviewed:	06 June 2022	Nursery Manager:	Rebecca Frost
Review Date:	September 2023	Admin Officer:	Angie Bayliss

APPENDIX TO SAFEGUARDING POLICY

Proud to be part of the **UNIVERSITY OF CHICHESTER ACADEMY TRUST**

The University of Chichester (Multi) Academy Trust is a company limited by guarantee, registered in England and Wales. Company number: 8595545.
Registered office: University of Chichester, Bishop Otter Campus, College Lane, Chichester, West Sussex PO19 6PE