

Howard Street Nursery School  
Late Collection Policy

**Introduction**

Howard Street Nursery School aims to provide a safe environment for the children in our care at all times. This policy explains the nursery's procedures in the event of a child not being collected on time.

**We ask Parents/Carers to:**

- Contact the nursery as soon as you know or suspect you are going to be late.
- Inform the nursery of any changes to contact telephone numbers.
- Contact the nursery if you are sending somebody who is not on your contact list to collect your child.
- Anyone collecting your child must be over the age of 16.

**Parental responsibilities re: late collection**

- If parents are aware they are going to be late to collect a child then they must endeavor to make every possible effort to make alternative arrangements for their child to be collected safely and inform the nursery of these plans immediately. Parents must ensure that any persons they have designated to collect their child have the password identified on the Registration Form. (Staff will be unable to tell the person collecting your child the password)

**Late Collection procedures:**

- If no-one collects a child within 10 minutes of their expected collection time the head teacher must be informed.
- The child's emergency details are checked for any information about changes to the normal collection routines and the staff will try and contact parents/carers
- Nursery staff will attempt to contact Carers/Parents once collection time has passed, unless a message has been received explaining why the Parent/Carer is going to be late. Parents/Carers will be contacted at home/work.
- If this is unsuccessful, the adults who are authorized by the parents to collect their child - and whose telephone numbers are recorded on the registration form are contacted.

- We will not release children to anyone other than those named on the contact form or parents have informed nursery of who is collecting their child. The person collecting a child on behalf of parents must be informed of the password by the parent. We may request ID if we haven't met the person before.
- If no contact can be made with Parents/Carers and emergency contacts the child will join the next session whilst staff continue to try and make contact.
- If a parent is more than 10 minutes late their child will be looked after by nursery staff and parents will be charged £5 for every 5 minutes they are late. All charges will be invoiced within 7 days and must be paid for within 14 days.
- Late charges will be made at the discretion of the head teacher. A phone call can often avoid a late collection charge.
- A record of the event is recorded on SIMs.

**Review and Monitoring**

- This policy will be reviewed bi-annually

Review date: Spring 2019

Signed: .....

Signed: .....

Headteacher

Chair of Governors