

Lord's DAY NURSERY

Policy for the Late Collection of Children

The nursery sessions finish at 1:00pm for morning sessions and 6.00pm for afternoon or full time sessions.

The children are expected to be collected by these times without failure as assistants/staff expect to be able to leave the setting by 6.00pm.

Parents will be charged £10 for any part of every 10 minutes that a child is not collected after the sessions end. Time collected and the amount due will be noted in a late collection book. This payment will go to the members of staff on duty as a means of overtime payment and should not be included on your nursery fees.

The Manager and Nursery Nurses will try to contact either parents or 2nd contact numbers if we have not received a telephone call within 15 minutes of the end of the session.

In the event of a child not being collected by 6.30pm or the appointed time, the social services require us to notify the Duty Officer, at the Social Services Department.

Consistent lateness in a child being picked up after nursery hours will result in the setting alerting social services for advice.

Lord's Day Nursery Reviewed: December 2017

Next Review Date: December 2018