Abacus Pre-School Nursery Ltd., c/o The Dassett C of E Primary School, Memorial Road, Fenny Compton, Southam, Warwickshire. CV47 2XU. Tel: 01295 771050
Limited Company Number: 07276939. Registered Charity Number: 1141234

Policy for non-collection of a child

This is an upsetting time for any child therefore all staff are asked to remain calm and cheerful. This helps to re-assure the child.

In the event of a parent/carer arriving late to collect their child/children, two members of staff will stay with the child/children.
The Manager/Deputy will then telephone the contact telephone number left on the signing in sheet but if unable to reach parent/carer on the number left an alternative contact number is to be used. These are found in the child's personal file locked in the office filing cabinet.
Two members of staff (one usually being the manager) will stay with the child/children until the parent/carer arrives.

Should the parent/carer telephone in advance to warn of lateness the parent/carer must arrange for alternative collection of their child/children.

Should no contact be received from the parent/carer and no other contacts can be reached for at least an hour, Social Services are to be contacted on: 01926 410410 (out of hours 01926 886922)

Signed

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Position held – Chair of Trustees