



Policy - Uncollected Child

Title: Uncollected Child

Category: In the Setting

Review Date: 30th Aug 2024

Description:

Dropping Off

It is vital that you arrive to drop off/pick up your child at the allotted time. However if you do have an emergency that would make you late for any reason please phone the Preschool phone to let us know.

If for any reason you are unable to pick up your child you MUST let us know who the person is that will be picking up your child. They will also need to use the password that is on your child's contact details.

Collection

We will only release your child from our care to an adult who has permission to collect them.

If we have not heard from you and you are late, we will try and make contact with you. We will also attempt to contact the emergency numbers provided. If we are unable to make contact with anyone, we will inform the local safeguarding team and follow their advice. We will continue to reassure your child while we wait for a response. If you are late (even if it is not your fault) we may have to charge you a late collection charge.