



## **LATE COLLECTION OF CHILD POLICY**

Collection times are displayed in the Nursery School and Early Years Care brochures and are discussed as part of each child's induction.

Parents/carers must ensure that their child is collected on time.

**If children are not collected after 10 minutes**, staff will phone the emergency contacts.

The child will remain in their usual room.

A practitioner from the child's room and a member of the Leadership team will remain with the child until collected.

**If the children are uncollected after one hour or if there is no response from any of the contact numbers listed**, staff will phone

- Children's Social Care Customer Services – 0300 123 6720
- Children's Social Care Duty Team – 0300 123 6721
- Cart team 0845 053 0009

and

- Burnley Police (01282 425001)

Fee paying children attending Early Years Care- late collection beyond 10mins will be charged £5.

**STAFF RATIOS WILL BE MAINTAINED AT ALL TIMES**