



Westfield Nursery School Late Collection of Children Policy

Vision

At Westfield Nursery we aim to deliver against our vision 'Inspired beginnings; outstanding futures'.

Rationale

A child who is left at nursery after all the other children have been collected may well feel anxious, upset and unloved.

Very occasionally the parent/carer may be late due to unforeseen circumstances and this is understandable, however a parent who regularly collects their child late is neglecting their child. A child who is regularly collected late is often reluctant to be left because they fear their parent/carer may not collect them at all and they may worry all session about this. For a child to make the most of the opportunities at nursery they need to feel safe and secure.

Staff also have a right to a lunch break/home life and cannot spend their time looking after late children.

Procedures

- Any child who is not collected by 11.45 am or 3.30pm will be taken to the Office.
- It is expected that the parent/carer will have contacted the nursery to inform us that they will be late. If no contact is made, we will make every effort to contact the people on our contact list for the child.
- Parents/carers will be asked to sign the late collection book when they collect.
- If we cannot contact anyone after 20 minutes we will contact Social Care and the Police to inform that we have an uncollected child.
- If the parent/carer is late collecting (but under 10 minutes) 3 times there will be a £5 fine.
- If the parent/carer is late collecting there will be a £5 fine for the first 10 minutes. After this time, you will be charged for the cost of 2 members of staff to stay with your child/children, which will equate to £20.00.
- If lateness in collecting persists then the child's place may be taken away and parents/carers will have to find alternative nursery provision.

Conclusion

We try our best to work with parents and are very understanding when emergencies occur, but we cannot support persistent late collection of children as it is unfair to both the child and the staff. We hope that parents/carers understand the reasoning behind this policy, and they are invited to discuss this policy with the Headteacher or Chair of Governors if they wish.

Policy Reviewed: November 2017

To be reviewed November 2018