



CHRIS'S CHILDCARE CENTRE

POLICIES AND PROCEDURES

It is my policy to provide care for your child during contracted hours. The procedure below is to be followed if you fail to collect your child at the appointed time.

Procedure if a child is not collected

If you are running late to collect your child, please contact me

If a child is not collected within 30 minutes of the agreed collection time and I have not been contacted with an explanation, I will try calling the parents' contact numbers.

Then I will try the emergency contact numbers provided on your contract.

During this time, I will continue to safely look after the child.

I will continue to try the parents' contact numbers and emergency numbers. If I have heard nothing after 120 minutes from the original agreed collection time, I have a duty to inform the local authority duty social worker.

I will charge an additional fee for late collection.



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Below is a copy handed out to parents on induction confirming the above stated

Childminder's name	Christine Nelson
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

Date policy was written	24/05/2018
This policy is due for review on the following date	01/06/2019 01/04/2023 01/10/2026 01/06/2020 01/04/2024 01/04/2022 31/01/2025

England

Meeting the Early Years Foundation Stage Safeguarding and Safeguarding and Welfare Requirements

Information and records, information for parents and carers.



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