



Procedure if a Child Does Not Arrive or is Not Collected

It is very important that your child arrives on time each morning for the smooth running of the setting's rhythm.

Please send a text message to the teacher if you anticipate being late so that she can help the child with the transition.

If you are running late please send the teacher a text with your time of arrival. If a child is not collected within 10 minutes and we have not heard from you, we will try calling the parents' contact numbers. Then we will try the emergency contact numbers after 20 minutes. During this time, we will continue to safely look after the child.

We will continue to try the parents' contact numbers and emergency numbers, but after half an hour from the original agreed collection time, we will then contact the local authority duty social worker.