Child not Collected Policy

In the event of a child not being collected on time from Little Acorns the Pre-school will:-

* Telephone parent at home
* Telephone parent at work
* Use a mobile telephone number on registration form
* Contact 1st alterative number
* Contact 2nd alterative number

In the event of all phone numbers being unobtainable, a duty social worker will have to be contacted and the child will be taken into the care of Social Services.

A time limit will be 15 minutes will be adhered to if no persons can be contacted, as this is when the afternoon session begins.

We will try every means of contacting a responsible adult, whom may collect your child before contacting the duty Social Worker.

This is why it is very important for the Pre-school to have alterative numbers and please inform staff of change of telephone numbers.

If a late collection is a regular occurrence you will be charged a session’s fee for every time you collect your child late, if you do not inform the Pre-school.