



Late/Non-Collection of a Child Policy

Date ratified: May 2025

Period: May 25 – May 28

Headteacher Signature: *Lynsay Falkingham*

Lynsay Falkingham

Chair of Governors Signature: *Briony Alder*

Briony Alder

Review Date: May 2028

The Nursery School is open from 7.30am to 6.00pm Monday to Thursday and to 5pm on Fridays for children aged 2 and above. For children under 2 we are open from 7.30am till 5.30pm. This is clearly articulated to parents/carers both verbally and in writing.

Children are expected to be collected promptly at the end of their session. End of session times are as follows: 11.45am, 2pm, 3.45pm, 4pm, 5pm and 5.30pm and 6pm, depending on agreed pattern of attendance.

Children who are not collected at the end of the nursery session will be cared for by the staff, but parents/carers may be charged penalty fees. Late collection will be based on the contracted time of collection. Information regarding additional charges for late collection is clearly stated in the terms and conditions given to parents/carers before their child starts at the nursery school. The rates charged are in line with our Terms and Conditions. Full Terms and Conditions are available upon request.

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to keep distress to a minimum. We inform parents/carers of our procedures so that if they are unavoidably delayed they will be reassured that their child will be cared for. We do not release children to an unauthorised adult.

Individual emergencies for parents/carers who have contacted Lanterns Nursery School may be accommodated.

On occasions when a parent/carer knows that they cannot collect their child they should inform the staff in the base who will write the information on the whiteboard in the room to inform the rest of the staff in that base.

Emergency contact numbers are kept for all children and are used first if a child has not been collected. It is the parent's/carer's responsibility to keep this list up to date.

In the event that a child is not collected by an authorised adult and staff can no longer supervise the child on the premises, we apply our child protection procedures and contact Hampshire County Council Children's Services.