**Little Burrows Nursery**

**Collection of Children**

Parents/guardians are asked to complete the “Who can collect your child form” which lists adults who are authorised by the parents/guardians to collect the child from Nursery, and their emergency telephone numbers. A password is required, for use when an adult who the staff have not met, collects a child.

Parents/guardians are asked to inform staff of the child’s routine and who will usually be collecting the child.

The Nursery is not insured for the care of children after 2.30pm, children should be collected promptly.

If there is a change to the regular routine with regard to who collects a child, staff should be made aware of this when the child arrives in the morning. They must then fill in the form on the register, who is collecting.

If for any reason the child cannot be collected by the intended adult, the Nursery must be telephoned and made aware of the new arrangements.

We cannot allow a child to leave the Nursery with any person the Nursery staff have not met, unless previous arrangements have been made, and the password is used.

**If a child is not collected by 3pm we will use all telephone numbers we hold to contact the parent/guardian, or someone on the child’s “who can collect your child” list.**

If, by 3.30pm, the child has not been collected and it is not possible to make contact with the parent, Nursery staff are obliged to contact Social Services.

A fee of £10.00 to cover administrative and staff charges, will be charged for each full 10 minutes after the child’s pick up time that the child remains in Nursery. This is to be paid in cash or cheque, on collection of the child, or at the next time the child attends Nursery. This fee may be waived in the case of emergency circumstances or where the staff have been notified that collection will be unexpectedly delayed.