

## Pippins Day Care



### POLICY FOR LATE COLLECTION OF CHILDREN

Little Pippins appreciates there are times when parents are genuinely delayed; with this in mind staff are willing to supervise children until 12.45pm

If this becomes a regular occurrence, the following procedure will take place:

- Mrs Fellows will speak to the parents to ensure there is no misunderstanding regarding collection times
- If late collection persists, Mrs Dunn or Mr Cox will speak to the parents

If a child is uncollected at 12.45pm with no contact from the parents, all efforts will be made to contact the parents or alternatively the second emergency contact. If no contact made, Mrs L Dunn or Mr N Cox will be contacted to attend, Pippins Day Care

Should a child still be uncollected at 1.15pm with no contact from parents or carers, social services will be contacted by either Mrs L Dunn or Mr N Cox

Staffordshire Childrens Advice and Support Service will be contacted for children residing in Staffordshire, Wolverhampton Social services will be contacted, for children who reside in Wolverhampton.

*Mr N J P Cox & Mrs L D Dunn*

*Learning the Little Pippins way*