



Pippins Daycare Policy

for the late collection of children

Pippins Daycare sessions are timed as follows:

Morning sessions : 9.15am – 12.15pm

Afternoon sessions : 12.15pm – 3.15pm

Children should be collected no later than 12.15pm or 3.15pm depending upon their booked session.

Pippins Daycare appreciates there are time when parents are genuinely delayed. In this circumstance, Pippins staff will call the parent and/or the emergency contacts so that collection can be made.

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

- The Nursery Manager 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;
- Childcare charges will apply for late collection when lateness becomes a regularity or when staff need to remain at work for longer than their scheduled hours.

In the circumstance, that neither parent or one of the emergency contacts can be contacted, the Nursery Manager will inform the Directors, Mrs L Dunn or Mr N Cox.

Child Protection Procedures will then be followed by contacting social services.

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