

## SECTION 5

### General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.

# RECORD KEEPING

# BEING LATE COLLECTING

# CHILDREN FROM PRESCHOOL-

# NURSERY

## POLICY STATEMENT

In order for the Preschool-Nursery to work effectively all children need to be collected by their main carer on time every session.

## EYFS key themes and commitments



# Procedures

Children who are not collected on time by their main carer by:-

- 12 noon morning session
- 1.00pm lunch club
- 3pm/4pm afternoon sessions
- 6pm full day

Children, who are not collected within 10 minutes of their designated time, will be charged £10 and £5 for every 5 minutes thereafter.

Any child left for a period of 1 hour, after trying all contact numbers given to us by you, the current legislation requires that we inform the local Social Services / OFSTED department.

Policy updated April 2017