

Non collection of child.

At the end of the day if your child is not collected by you or an authorised adult the following procedure is in place:

- I will check to see if you have informed me that you are going to be late.
- If you have not, I will then contact you on the numbers you have provided me with.
- If there is no answer, I will then contact those who you have authorised to collect your child.
- I will continue caring for your child until the authorised adult arrives.
- If there is no answer from either yourself or your authorised adults I will continue to try and contact you up to an hour after regular collection and if there is still no answer I will contact our local authority and inform Ofsted.
- A full written report of the incident will be recorded.
- And you will also be charged for the length of time your child was at my home.