

UNCOLLECTED CHILD - CHILDMINDER

Uncollected Child Policy

It is our policy to provide care for your child during contracted hours. The procedure below is to be followed if you fail to collect your child at the appointed time.

Procedure

If you know you will be late to collect your child

If you are running late to collect your child please contact us via

- **work mobile number: 07760532302**
- **Setting tel: 01728 604702**

Uncollected Child

If a child is not collected within **1 hour** of the agreed collection time and we have not been contacted with an explanation, we will try calling the parents' contact numbers.

Then we will try the emergency contact numbers provided on your contract.

During this time, we will continue to safely look after the child.

We will continue to try the parents' contact numbers and emergency numbers. If we fail to have any contact with parents or emergency contacts after **2 hours (Or by 8.00pm)** from the original agreed collection time, we have a duty to inform the local authority duty social worker. (**Local social services duty desk Tel: 0808 800 4005**)

Additional charges for late collection of a child

The charge for late collection of a child is £3.00 for every quarter of an hour that elapses past the agreed contracted hours. These charges will be added onto the following week's fees.

Persistent Late Collection

The childminder's will review a contract with a parent where persistent late collection occurs to ensure the childcare arrangements meet the needs of the child and family and make any necessary amendments to childminding contracts.

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Childminder's name	Lorna Ford
Childminder's signature	
Date	18-6-18
Childminder's name	David Ford
Childminder's signature	
Date	18-6-18

Date policy was written	June 2018
This policy is due for review on the following date	June 2019

England

Meeting the Early Years Foundation Stage Safeguarding and Safeguarding and Welfare Requirements

Information and records, information for parents and carers

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