



## **Collection Of Children**

Parents must note carefully the Larkfield daycare operates from 8am – 6pm. Parents should ensure children are brought in no earlier than 8am and are collected before 6pm. The nursery closes at 6pm. If a parent is unavoidably delayed due to circumstances beyond their control, they should make every effort to phone the nursery to inform them. Parents need to arrive by 17.50pm, which gives enough time to get your child / children organised and for staff to give feedback on your child's day and this will ensure that you have left the nursery by 18pm. Parents who have not collected their child by 6pm will incur a charge. This will be under the discretion of the management. Please ensure that your child / children are collected on time so that we do not have to take this action. Please note that if there are only a small number of children in the 3-5's room at the end of day, then we may put the children together, therefore your child may be collected from the the main room. If children are inside and parents have not come by 18pm then staff will start to get your child's jacket and belongings together, so that they are ready to go by 18pm. The staff procedures if parents / carers have not arrived at the nursery by 18:00pm are as follows: At 18.00 pm, parents are phoned and requested to collect their child immediately. If no contact has been made with the parents by 18.10 pm the emergency contact persons are phoned. At 18.30 pm if staff have been unsuccessful in contacting parents or emergency numbers, the nursery manager / owner will be phoned. The nursery owner / manager will contact our local area designated safeguarding officer for advice (0151 233 3700). A note will be left on the nursery door indicating where the child is.

Signing in and out Each day is completed on the app (family) . The staff will sign your children in as soon as they arrive they will have a tablet at the door to sign them in. The child will also be signed out, giving the actual time collected.