



Maisie Poppins Nursery

the holistic approach to childhood

Maisie Poppins Nursery: Updated Policies & Procedures

Policy and Procedure for Failure to collect Child

Policy

A register is kept of your child's attendance for legal reasons; you are politely expected to drop off and pick up your child on time as much as you can and communicate promptly any changes. The welfare of your child is our paramount priority. We open at 8am and close at 6pm by which point there should be no children in the building while its cleaned and set up for the next day.

Procedure

Please remember to sign your child in and out each day. Please telephone as soon as possible if you are going to be late to either drop off or collect your child as this will help us plan the day (Past 10am and 6pm). This will also prevent your child from becoming disappointed if you are late as we try to make home time as enjoyable as possible ready for your arrival. If you wish for someone other than yourself to collect your child you will need to ensure you have filled out an 'alternative pick up person' form with photo with our admin Steph in advance. Your authorised person must be someone familiar to the child, and we will supply a password that changes daily. If you are more than 30 minutes late without prior notice, every attempt will be made to contact you on all available numbers. If, after 1 hour, you cannot be reached, your emergency contacts will be called to collect your child. If after 2 hours you are still unreachable, the police will be contacted. We will keep the child with us and as calm and as engaged as possible throughout this time and you will be chargeable for all additional time.

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