



Nurturing child care inspired by MONTESSORI

Procedure: Child not collected

If a child in my care has not been collected at the agreed time, in most circumstances I will:

1. Wait for 30 minutes to see if the parent is late. If parents do not arrive:
2. Call the parents on all available contact numbers. If I am unable to contact a parent:
3. I will wait a further 30 minutes and then attempt to contact the parents again. If I am still unable to contact a parent:
4. Call any other emergency contacts for the child and if I have had prior permission to allow the child to be collected by them I will ask them to collect the child. If they do not have permission I will ask them to attempt to contact the parents.

If I am unable to contact the emergency contacts or they are unable to collect the child/contact the parents:

5. Continue to look after the child until he/she is collected.
 - During this time I will ensure distress to the child is kept to a minimum through engaging them in activity with my children.
 - I will always keep a record of the time that the child is collected.
 - If the parents become regularly late I will discuss this with the parent initially and will remind them of my out of hours rates, and if necessary propose a change to the hours of the childminding contract. However if the parents continue to be regularly late I will proceed to terminate the childminding contract.