



# HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

## COLLECTION OF CHILDREN PROCEDURE

Parents Pack

Here at Humpty Dumpty all children should be collected on time as stated when you start. If you fail to collect your children on time our policy is:

- 1/ Parent/Carer must contact the Manager Jackie on 07729 434229 as soon as possible to say you are going to be late.
- 2/ There will be a charge of £5.00 for every 15 minutes you are late to collect your child.
- 3/ A member of staff will contact yourselves after 10/15 mins, if we do not hear from you.
- 4/ A member of staff will contact the persons on your emergency contact list if we cannot get in touch with you.
- 5/ If after 1 hour, we have not heard from yourself, or cannot contact anyone On your emergency contact list, we will have no other choice but to contact:

Social Services

Updated and reviewed January 2018