



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 child on time our Policy is:

- 1/ Parent/Carer must contact the Manager Jackie on 07729 434226 as soon as possible to say you are going to be late.
- 2/ There will be a charge of £5.00 for every 5 minutes you are late to collect your child.
- 3/ A member of staff will contact yourselves after 5/10 minutes if you have not arrived by pick up time, if we have not already heard 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 yourselves, or cannot contact anyone on Your emergency contact list, we will have no choice but to contact:

Social Services

Updated and reviewed September 2023