

Once Upon A Time Nursery  
56 Railway Terrace  
Llanelli  
Carms



Website  
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## Uncollected Child Policy

If a parent/carer fails to collect their child at the agreed time the following procedure will be followed:

To ensure the well being of the child, a minimum of two staff will remain at the nursery with the child.

Staff will establish contact with parent/carer and other named persons on the registration form/parent contract via emergency numbers given.

If there is no response from the emergency contact numbers, staff will wait **one hour** and then contact the local Social Services team to inform and seek advice.

Allowances will be made for bad weather or other unforeseeable occurrences. In event that the parents/carer knows that they are running late please telephone the nursery to let staff know.

At the discretion of the Nursery Manager late collection will be charged at £10 per hour. Recurrent lateness will be treated as a breach of contract.

Staff will not be allowed to take the child home.

