



# Little Angels Day Nursery & Pre-Prep School



## Lateness

### Arrival

We request that all children arrive for the nursery day on time. Late arrivals are disruptive to the children and their activities.

### Collection

The standard nursery day finishes at 6.00pm although there are two additional options available for parents 8am-5.30pm or 9am-6.30pm. There is no extra charge for these alternative flexi-time options and the children will not miss any of the core curriculum. You can vary the start time month by month by giving a month's notice. We also have an 'extra hours' provision to extend the day until 6.30pm. This is charged as an extra, as laid out in our current fees. This must be booked 24 hours in advance to ensure adequate staffing arrangements are in place for the health and safety of the children. Little Angels will charge £20.00 per 15 minutes for any late pickups after 6.30pm. After 6.30pm there is no provision for extending nursery care and we follow the procedure recommended by Islington council as laid out below.

1. At 6.35pm phone the home and then contact the emergency number.
2. At 7.00pm phone The Children's Services Contact Team (CSCT) on 020 7226 0992 and alert them that a child has been left and give them the child's name, address and telephone number of parents at work and home and details of emergency contact phone numbers.
3. Two staff members should stay with the child throughout. It may be that the (CSCT) team will need to prioritise other emergencies and that the contact with the child's home is delayed.
4. If at any time during this procedure the parent arrives to collect their child, the (CSCT) team should be contacted immediately
5. The social worker will check the child's home and leave a note for the parent saying how to contact the night duty team and letting them know that their child had to be collected as they had been left at the day nursery beyond the closing time.
6. The (CSCT) will arrange for alternative care and will telephone the nursery to inform staff.
7. Staff should leave a note for the parent at the nursery explaining where to contact the (CSCT) on 7226 0992. Staff should also ensure that the hand-over of the child to the night duty social worker takes place in a sensitive and appropriate way bearing in mind the child's feelings and level of distress. It may be appropriate for the nursery staff to be involved in taking the child to their alternative care.
8. Staff should ensure that the owners or the manager is informed by the following morning, and that a clear message is left in the message / late book stating action taken.
9. Staff should not at any time make independent arrangements for the child, and should be mindful that there is no legal basis on which they can take alternative action.

### Recording the incident

If a child is "not collected" and is removed from the premises a detailed record of the incident must be kept and Ofsted must be notified as this is a significant event.

Revised January 2019

Next review January 2020