



White House Nursery

**97 West End Road
Ruislip
Middlesex
HA4 6JN**

01895-632681

Email: office@whitehouse-nursery.co.uk

Website: www.whitehouse-nursery.co.uk

A Parent Failing to collect a child

The nursery hours are displayed on the notice board in the hall-way, this also informs parents that if there are persistent late pick-ups then a fine may be enforced.

If a child is still at nursery after 6pm

- 1) If a parent has informed the nursery that they will be late, two members of staff will stay with the child until the parent arrives.
- 2) If a parent has **not** informed the nursery that they will be late, two members of staff will stay with the child while trying to contact the parents.
- 3) If the parents can not be reached then the emergency contact (given on the child's registration form) will be contacted to collect the child.
- 4) If for any reason both parents and emergency contact cannot be contacted, then two members of staff will stay with the child for an **hour**, while still trying to contact the above.
- 5) If within the hour contact has been made with either parent or emergency contact, then two members of staff will stay with the child until collected.
- 6) If no contact has been made in the hour, then a member of staff will contact Social Services Emergency Duty Team (out of hours) on 01895 250111 to arrange emergency care for the child until the parents can be reached.
- 7) If this is unsuccessful the child will be taken to the local Police Station.
- 8) Ofsted will also be informed the following day by the nursery management.