**PROCEDURE WHEN A PARENT FAILS TO COLLECT A CHILD**

IF A CHILD IS NOT COLLECTED AT THE USUAL COLLECTION, TIME AND I HAVE NOT BEEN INFORMED AS TO WHY: -

* 15-30 MINUTES AFTER NORMAL COLLECTION TIME PARENTS WILL BE CONTACTED.
* IF PARENTS CANNOT BE, CONTACTED EMERGENCY CONTACT NUMBERS WILL BE CALLED.
* IF EMERGENCY CONTACT CANNOT COLLECT THE CHILD OR ARE NOT AVAILABLE AND PARENTS STILL CANNOT BE LOCATED, A MAXIMUM OF

 **2 HOURS** WILL BE WAITED BEFORE CALLING SOCIAL SERVICES.

**EVERY EFFORT WILL BE MADE TO CONTACT PARENTS OR EMERGENCY CONTACTS HOWEVER IF THE CHILD HAS STILL NOT BEEN COLLECTED OR CONTACT HAS NOT BEEN MADE, SOCIAL SERVICES WILL BE CALLED.**

**I AM AWARE THAT THERE MAY BE TIMES WHERE YOU FIND IT DIFFICULT TO GET TO ME ON TIME AND MAY BE LATE. I AM HAPPY TO KEEP YOUR CHILD LONGER THAT THE PREVIOUSLY AGREED TIME AS LONG AS I HAVE NO PRIOR ARRANGEMENTS AND YOU CONTACT ME TO ADVISE.**

**I AM ALSO HAPPY TO DO THIS IF A THIRD PARTY CONTACTS ME TO LET ME KNOW OF A PROBLEM WHEN YOU MAY BE UNABLE TO DO SO IN AN EMERGENCY**

I UNDERSTAND AND AGREE TO THE ABOVE PROCEDURE BEING FOLLOWED IF I FAIL TO COLLECT MY CHILD.

I AGREE TO DO EVERYTHING IN MY POWER TO CONTACT MY CHILDMINDER IF I AM GOING TO BE LATE.

SIGNED……………………………….................

CHILDS NAME………………………………....

DATE……………………………….....................

