



Uncollected Children Policy

Bee Happy Kids endeavors to ensure that all children are collected by a parent or career at the end of each session. Only named individuals can collect children. Children must be sign in and out each day. We encourage all parents/ careers to provide pictures of all family members who may collect their child. If a child is not collected, and the parent or career has not notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

- When the parent or career arrives they will be reminded that they must call the Club to notify us if they are delayed.
- The parent or career will be informed that penalty fees will have to be charged 0-15 minutes late £5 Over 15 minutes late £20
- If a parent or career is more than 15 minutes late in collecting their child, the manager will try to contact them using the contact details on file.
- If there is no response from the parent or career, messages will be left requesting that they contact the Club immediately. The manager will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by a member of staff.
- When the parent or career arrives they will be reminded that they must call the Club to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).
- If the manager has been unable to contact the child's parents or careers after 30 minutes, the manager will contact the local MASH team

for advice.

- The child will remain in the care of the Club's staff, on the Club's premises if possible, until collected by the parent or career, or until placed in the care of the MASH team.

- If it is not possible for the child to remain at the Club's premises, a note will be left on the door of the Club informing the child's parent or career where the child has been taken (eg to the home of a staff member or into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or career's telephone explaining events.

Managing persistent lateness

The manager will record incidents of late collection and will discuss them with the child's parents or careers. Parents and careers will be reminded that if they persistently collect their child late they may lose their place at the Club.

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