

Late and Un-collected Children Policy

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**Late and uncollected children Policy**

In the event of any child(ren) being left at Dream Catchers Childcare due to
unforeseen circumstances, Portsmouth City Council Social Services would be contacted. If necessary the local police would also be contacted.

To help prevent this situation arising, when children are registered for our Out of School Club place we obtain as much information as possible from the parent/carer. We do require at least two contact numbers, being parent and other relatives who can be contacted in emergencies.

A child will not be released to anyone other than a parent, without their prior consent and suitable means of identification or recognition. It is required that a parent must inform Dream Catchers staff if their child is to be collected by someone unknown to them and given relevant details.

Staff will record any late or non-collection of children. If the problem is consistent, staff will work in partnership with parents/carers to address the issue.

If parents/carers are unwilling to work with staff on this issue, management will be informed and a cost may be occurred.

The ultimate cost of the non/late collection of children, is the forfeit of the club.