Before and after set times.

Rationale:
To ensure that the specific legal requirement relating to adult: child ratios are adhered to as set out in the Statutory Framework for the Early Years Foundation Stage.
Staff work set hours to accommodate the number of children on the nursery premises at any one time.

Purpose:
To provide a safe environment for babies and children.
To support the emotional needs of the babies and children.
To ensure the nursery maintains the legal adult: staff ratios.

Guidance:
Prior to starting nursery, parents / carers sign a child care agreement which sets down the hour of attendance. Times may be altered within the agreement through arrangement with the manager and giving 4 weeks notice.
Children should arrive at the set time and leave at the set time. Any feedback between staff / parents should be within these times.

Departures
Due to our registration and insurance we are unable to have children on the nursery premises before 7.30am and after 6.00pm. If a child is collected after their agreed session time there is a charge of £5 charge within the first 15 minutes over and then a further £5 for each additional 15 minutes late. For children who are late after our closing time of 6pm, a £5 fee will be charged for every 5 minutes late.

A late fee will be invoiced to you and this will go directly to the member of staff that stayed behind to care for the child.
It is the parent / carers responsibility to inform the nursery should they know they are not going to collect their child on time. This allows the manager to re-arrange staffing if necessary.

Arrivals
The staffing arrangements do not provide for children to arrive before the set contracted time. Should a parent / carer arrive before time, they will need to wait with the child until the child's set time.

Emergency
Staff and parents need to work together to ensure the safety of children at all times. When there are circumstances beyond a parent /carers control and arrival or collection times need to be altered at short notice staff will endeavour to provide whatever support is necessary.

Signed: Julia Davies
Date: September 2024