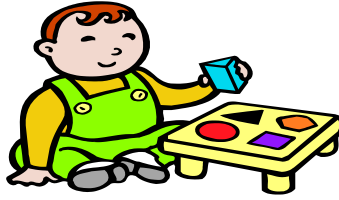


## **Stepping Stones Creche/Nursery**



### **CHILD LEFT BEHIND** **POLICY & PROCEDURE**

#### **AIM**

Stepping stones is open from 7.30am – 6.00pm every weekday and children are booked in at various times and days throughout the week. An enrolment form is completed for each child attending the Nursery and this outlines the times of required childcare.

A register is kept within the Nursery and the times of drop off and collection of each child is recorded. We ensure that parents are aware that if they know that they are going to be late collecting their child that they should contact the Nursery as soon as possible. Parents must also let the Nursery know who will be collecting their child (ie. mother, father, grandmother, grandfather, auntie, uncle etc.) and only if we have been told in advance and given a good description of a different person collecting the child will that child be released from the Nursery. For this reason we use a code name system (eg. Teddy, dog, cat etc.)

#### **PROCEDURE**

If a child is not collected from the Nursery the following procedure would be followed:-

1. Allow a period of time for unforeseen circumstances (eg. Traffic or road works.)
2. Telephone the person whom is supposed to be collecting the child.
3. Telephone the emergency contact numbers which the parents have provided on the child's enrolment form.
4. If all this fails and Nursery is left with the child, Social Services would be contacted.

**SOCIAL SERVICES**

**01685 875481**

**EMERGENCY DUTY TEAM**

**01443 849 944**