Easebourne Nursery

Late Collection of Children Policy and Procedures

Lead member of staff	Annie Beadle
Governor Committee	Nursery
Chair of Committee signature	
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LATE COLLECTION OF CHILDREN POLICY and PROCEDURES

Easebourne Nursery session times run as follows:

8.00am – 8.40am/9.00am	Breakfast Club/Early Nursery session
9.00am – 12.00pm	Nursery (morning session)
12.00pm – 1.00pm	Nursery (lunch club)
12.00pm – 3.00pm	Nursery (afternoon session)
9.00am – 3.00pm	Nursery (all day)
3.00pm – 4.15pm/5.30pm	Cookie Club
8.30am – 4.30pm	Holiday Club

All staff are committed to Easebourne Nursery and to the children in our care. Staff work long hours to provide care for your child(ren) and we have the right to charge for additional sessions, or refuse a child's attendance, if lateness consistently occurs or our care is abused.

However, we are aware that delays and emergencies do happen and charges will be made at the Manager's discretion. If you know you are going to be late, please telephone us as soon as is feasible as some children do get distressed if they are not collected when others are.

October 2026