

# Laureate Community Primary School and Nursery After School Club



*Respect, Enjoy, Achieve  
Communicate & be Healthy*

## Uncollected Child Policy

**We expect children to be collected at the agreed time. If this should not occur, and parents have not contacted the L.A.S.T Leaders, we will assume an emergency had caused the delay and instigate the procedure below.**

**For children not collected at the agreed time:**

- 1. The L.A.S.T Leader will check the mobile to see if a message has been left to inform them of the situation.**
- 2. L.A.S.T Leader will attempt to contact the main carer stated on the emergency contact form.**
- 3. L.A.S.T Leader will then attempt to contact other numbers stated on the emergency contact form.**
- 4. Repeated attempts will be made to contact all given numbers every few minutes.**
- 5. If the parent arrives, they will be informed that they will receive a written late notice due to late pick up. If this occurs more than once, a £5 penalty will be charged.**

**If you need to contact the L.A.S.T Leaders as you are not able to pick up your child at the agreed time, please call the emergency mobile 07535906228 and leave a message (if the phone is not answered).**