



Maple Medical PRU *Young Parents' Centre*



Nursery Procedures for Off-Site Parents/Carers

This nursery will work closely with parents to meet the needs of the young mums and babies to ensure that, among other needs, we provide a service which meets parents needs for childcare.

If you no longer require your baby's nursery place, we will need a notice period of four weeks from yourselves. The nursery sometimes, however, may need to give you a four week notice period, but will assist you in finding alternative provision for your baby.

If a baby is not collected at the expected time the following actions will be taken:

The Nursery staff should inform the Nursery Manager.

The baby should continue to be cared for as usual and every effort should be made to make sure the baby is not upset by the situation.

It is the responsibility of nursery staff/ nursery manager to use all contact numbers to contact a member of the family.

If, after one hour the parent has still not arrived and staff have been unsuccessful in contacting anyone using any other contact numbers, it may be necessary to contact Social Care and take their advice.

Everyday nursery staff will clarify who will be picking the baby up. If the person collecting the baby changes, it is the parents' responsibility to contact nursery giving the name and description of the person. The person collecting the baby will also be asked for the security password. If an unexpected person comes to pick up the baby, nursery will not let the baby go until confirmed by the parent.

Date of Policy March 2017

Date of Review March 2019

Signed

Nursery Manager.....

Chair of Management Committee.....