

Allie's Angels Childminding

Arrival and Collection

Arrival

Please let me know if you wish to arrive at an earlier time than the one contracted. If you arrive unexpectedly early I may not be ready to care for your child. Please discuss with me if you wish to change your contracted hours.

Collection

When it comes to children their safety is of utmost importance, with this in mind I will only release your child from my care to an adult who has permission to collect them. I would appreciate it if you could provide me with a list of people authorised to collect.

In the event of an emergency, we can have a password system in place where you can send someone not authorised to collect your child but is able to give me the password. I would hope that you would be able to contact me prior to a collection like this. If you wish to use this system please talk to me in further detail.

It is important to be on time when collecting your child but I do understand that certain circumstances could make you late for collection. If this is the case I would appreciate a quick phone call to inform me of the situation and how long you will be. I will normally be able to provide extended care for this time but if I am unable to, someone else may need to collect your child.

If it becomes quite late and I haven't heard from you I will try to contact you. I will also attempt to contact the emergency numbers you have provided me with; if this is not possible then I will contact Social Services and follow their advice.

I'm sure it will only be on rare occasions that you may be late but if it becomes a pattern I would suggest we have a meeting to discuss the contracted hours so they fit in with your needs. However, I do charge a late fee of £15 per 15 minutes as this is my family time.

Thank you for your co-operation.

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