

Occasional Disruption of Routines and Lateness

On occasion Parents may be late collecting children, which at rare times will be respected.

Acceptable reasons

- Injury
- Personal Circumstance

These Parents should have contacted prior to inform of delays.

Parents who fail to contact the centre and inform staff, are more than **15** minutes late, the Centre Manager should be informed who will speak to the parents.

Parents who are late collecting Children and have contacted Staff members are asked to be supportive and remind them it is important children are collected on time, it is disruptive and upsetting to see other children leave it becomes distressing.

Persistent Lateness

Parents who are persistently late collecting children of **15** minutes or more,

- On first occasion a fine of one session is applied to the parent
- On second occasion Parents will be fined one full session additional to fees, and are invited to meet with Centre Manager
- Occasions here after result in Full Session fines, if there is no improvement Manager will take responsibility for ending Child's contract at the centre.

Staff are to be diligent and monitor punctuality, the Manager should be made aware of Persistent offenders.

Parent Late Slip

Dear Parent;

Today your child's session ended at _____ am/pm, you collected your child from the centre at _____ am/pm. The Staff member reminded you of the distress, your late arrival causes your child, disrupting routines and structure for the child, staff and the Centre.

Your Punctuality must improve, as we do not wish to take action if you would make an appointment to meet with myself Lucy Prew or Deputy Manager to discuss further implications should your punctuality fail to improve.

Regards

Lucy Prew
Centre Manager

Birth and Beyond

The Centre aims to develop each and every child to their full potential and it aims to do this in partnership with the parents. For a child to reach his/her full potential it is vital that they attend Centre for the maximum number of sessions possible.

In the event of an absence from Centre, the Centre needs to be informed as to the reason of absence, preferably on the day of absence. Parents must inform Centre either by contacting the Administrator Office on telephone number, or if aware inform the day prior or day of return.

The Centre recognises that:

- Parents have a responsibility to ensure that their children arrive at Centre on time, properly attired and in a condition to learn and enjoy the session
 - Parents have a responsibility to ensure that their children attend Centre for the maximum numbers of sessions possible.
 - Parents should inform the Centre as to the reason for an absence
 - The Centre should inform the parents of an absence where no reason for the absence has been forthcoming
- The Centre will support attendance by promoting an ethos within Centre conducive to attendance.

Newsletters at regular intervals will highlight the importance of attendance.

The Centre is closed for Public Holidays, and we accept that Vacations may be frequent with some Children, We ask A child is not absent for longer than 14 days at any one time as this will be unsettling.

Staff are asked to inform the manager of Children whom are frequently absent from the group.

Procedure is as follows ;

1. for Manager/ teacher to contact the Parents – Meeting Arranged
2. fine of full session additional to fees for each day of absence – un-explained absence for more than 14 days.
3. placement closed to be made available for other children if un-explained absence for more than 6 weeks.

Dear Parent,

We have noticed a pattern in your Child's attendance, your child has been absent for _____ days.

Relationships, friendships and learning goals are very difficult for children to maintain, we fear your child will become unsettled should attendance fail to improve.

I ask you please make an appointment to see myself Lucy Prew or Deputy Manager, to discuss reasons for absence and the centre procedures to relinquish and possible procedures taking place on our behalf.

Regards

Lucy Prew
Centre Manager

Birth and Beyond