



Abbey Wood Grange Day Nursery

Failure to return to Nursery Policy

We are committed at Abbey Wood Grange Day Nursery to the safety and welfare of our children and therefore it is essential that parents inform us of any absences for example sickness or holidays, failure to return a child to nursery with no explanation will result in the following steps being taken

- Call parent/s – leave a message and record time and date (log)
- Email parent/s – leave a message stating that this is the 2nd time of trying to contact the parents (print off email and log)
- Call the child's doctors surgery – and ask if they are aware of the child moving areas – record conversation, date and log

In the event that there is no contact with any Parent/Carer/Emergency Contact or Professional known to the child we would contact the Police and report the child as missing.