

Attendance and time keeping –



As part of our funding agreement with Sheffield City Council we are required to strictly monitor attendance and time keeping and keep appropriate records.

Our contract requires you to call beforehand if you are likely to be late. With this in mind it is important that drop off and pick-ups are on time.

- If your child is not going to attend pre-school, you **must** call us as early as possible in the day to let us know. If we don't hear from you, we are required to contact you and check the reason for absence.
- If you are going to be late picking up you **must** contact us as soon as is possible so that we can reassure your child and try to make the necessary staffing arrangements. Tel:07562121324.
- Late collection has a knock-on effect on staff – some of whom have their own children to collect at the end of the day. We can't guarantee that we will be able to staff appropriately after 3-15pm each day.
- We expect parents and carers to treat staff with respect at such times.
- Late collection will result in a bill. Current fees will increase from September to £5 for every 5 minutes or part thereof after 10 minutes after the session end.
- One hour after normal collection time we are required to contact Childrens Social Care via the Safeguarding Team if we have not heard from you and we can't contact you.

If you would like to discuss this further, please get in touch with Hannah Quarmby or Anne Fellows.