

## Procedure if a child is Absent from Nursery For more than 3 days

- If a child is absent from nursery for more than 3 continual days a member of staff from the child's room is to let the management know so they can contact the parents and check if everything is ok and why the child has been off
- If the management can't get in contact by phone with anyone from the family they will then leave a voicemail message for someone to contact the office on **02085670800**
- The voicemail will be backed up by Email and a copy of this will be saved in the child's file
- If the child does not return for a week a letter will be sent to the family address informing you that we will make further enquiries using the contacts you have give us and with outside agencies
- If the child is on 2yr funding then the management will contact them and inform them that you will cancel the child's place at the nursery and ask how this effects the funding
- If the child is on 3yr funding then the management will contact the local authority funding department and inform them that you will cancel the child's place at the nursery and ask how this effects the funding
- If there is no contact from the parents after two weeks and there is fees outstanding, the management will use the deposit paid against fees and cancel the child's place at the nursery