

where friends are found...
...and memories are made



Non-attendance policy

Statement of intent

This sets out the procedures to be followed in the event that a child is absent from pre-school.

Procedure

- If you are planning holidays or days out you must let us know in advance so we can record this in our register.
- If your child is sick or cannot attend for any reason, you must call us before 9.00am that day to let us know.
- If we have not heard from you by 9.30am we will call you to establish why your child is absent.
- If we cannot make contact with a parent/carer we will on the second day of absence use all the contact details and the emergency contacts you have given us to try to establish why your child is absent.
- If we are concerned about the welfare of a child we reserve the right to contact social care.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.

This policy was adopted at a meeting of Rainbow Day Nursery

Held on

Signed on behalf of the Proprietor

Review Date