

West Green Playgroup



Non-attendance policy

Statement of intent

This sets out the procedures to be followed if a child is absent from playgroup.

Procedure

If you are planning holidays during term time you must let us know in advance so we can record this in our register.

If your child is sick or cannot attend for some reason, you must call us by 9:30am for morning and full day sessions, and by 1:30pm for afternoon sessions.

If we have not heard from you by the required time, we will call you to establish why your child is absent.

If we cannot contact a parent/carer we will 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 services.

Fees remain payable for sessions booked during periods of absence