



# Attendance Policy

At **Teddy Bears Childcare**, regular attendance plays a crucial role in supporting children's learning, development, and overall well-being. Consistent attendance helps children settle into routines and build strong relationships with staff and peers. This policy outlines our expectations regarding attendance and the procedures for reporting absences.

## 1. Attendance Expectations

- We promote regular attendance to encourage children's learning, social development, and emotional well-being.
- Parents/guardians are expected to follow the agreed-upon attendance schedule as part of the childcare contract.
- If a child is persistently absent without a valid reason, we may review their placement and arrange a meeting with parents to discuss any concerns.

## 2. Reporting Absences

- Parents must notify the nursery **as soon as possible** if their child will be absent, ideally before their allocated session begins on the day of absence. Absences can be reported via the **Famly App** or by contacting us directly on **07983745394**.
- If a child is absent for more than **two consecutive days** without notification, we will contact parents to check on the child's well-being.
- For contagious illnesses, parents must inform the nursery immediately to allow us to take appropriate health and safety measures.

## 3. Late Arrivals & Early Pick-Ups

- To maintain routine and minimize disruptions, we request that children arrive on time for their scheduled sessions.
- If your child will be arriving late or leaving early, please notify us in advance via the **Famly App** or by calling **07983745394**.
- Frequent late drop-offs or early pick-ups may affect the child's participation in planned activities and may be discussed with parents if it becomes a recurring issue.

## 4. Holidays & Extended Absences

- Parents should provide advance notice for any planned holidays or extended absences through the **Famly App** or by contacting **07983745394**.
- Nursery fees remain payable during holiday absences, as your child's place is reserved, unless otherwise agreed in writing.
- If a child is absent for an extended period without prior notice, their place may be subject to review.

## 5. Persistent Absences

- Persistent or irregular attendance without valid reason may trigger a review of the child's placement.
- We will arrange a meeting with parents to discuss any concerns and offer support if needed.
- Continuous absence without communication may result in the loss of the child's place at the nursery.

## 6. Emergency Closures

- In the event of an emergency closure (e.g., extreme weather conditions or public health concerns), parents will be notified as soon as possible through the **Famly App** or by phone on **07983745394**.

If you have any questions regarding our attendance policy, please feel free to contact us at **07983745394**.

Thank you for your cooperation in ensuring regular attendance at **Teddy Bears Childcare**.

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| This policy was adopted by | Teddy Bears Childcare         |
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| Name and role of signatory | Leahna Welch (Deputy Manager) |