

Building Blocks Preschool and Daycare
21A Church Street
Walton-on-Thames
KT12 2QP
Telephone Number: 07887393938
07590749984



Preschool and Daycare



Non Attendance Policy

It is the responsibility of the parent/carer to notify the nursery manager by phone or email if your child will be absent for any reason e.g. illness, holiday, etc. If you know holidays in advance it is greatly appreciated to let us know then.

If your child attends a morning or full day session please inform us by 9am. or 2pm. for an afternoon session.

If we haven't heard from you regarding your child's absence for two or more days (in case of absence) a senior member of staff (manager/room leader) will contact you by telephone and if we can't reach you we'll send an email. We will also keep a record on non-attendance and our contact attempts.

If you claim FEET or EYFE (Early years Free Education) funding, long or regular absences may affect your entitlement. We would need to contact the Surrey Early Years and Childcare Service. We would notify you when we have done this.

All absences are payable in full and is stated in our terms and conditions.

Non-Attendance Procedure

At Building Blocks Preschool and Daycare we ask that parents/guardians ensure they are notifying us of their children's absence. We ask to be notified by 9.am. for a morning/full day session or 2pm for an afternoon session.

Parents can notify us of absences via telephone or email.

Email: buildingblockswalton@hotmail.com

Admin email- buildingblockspreschoolltd@gmail.com

If we have not been notified a member of our management team will follow and escalate through the following procedure:

Call contact 1 (parent/guardian)
Call contact 2 (parent/guardian)
Call the police on 101 to carry out a welfare check.
Call emergency contacts

We have a legal duty to safeguard children and must take non-attendance very seriously.

All attendances will be recorded in daily signing in and out sheets.

Reviewed – 1st April 2018