



### **Late Collection Policy:**

This policy is to protect children who have been left at the Pre-school over the agreed collection time or after closing hours.

Fleckney Baptist Pre-school have a duty of care to the children and parents to ensure that collection of young children is made at the agreed time or within normal opening hours. Late collection causes additional cost to the pre-school and unnecessary distress to a child.

Children remaining in our care after the agreed collection time, or after normal opening hours must be supervised by a minimum of two members of staff, one of whom must be qualified.

We appreciate that sometimes there may be circumstances beyond parent/carers control affecting the prompt collection of your child. If you expect you will be late collecting your child in our care, please call at your earliest convenience to inform us of the situation and discuss with the manager arrangements for collection. Please note a late fee will be charged, unless agreed otherwise, for example in exceptional circumstances.

#### **Procedure:**

If you are late collecting your child, they will be cared for where possible, by their key person and a senior member of staff. Any specific needs will be addressed. In addition to this the following will happen:

#### **If your child(ren) remains uncollected up to 5 minutes over the set time:**

Pre-school Manager and staff team will be made aware of the situation and a note will be taken. No late fee is charged in the first instance, repeat occurrences will incur a late fee of £10.

#### **If your child(ren) remains uncollected 5-10 minutes over the set time:**

The parents or carers will be contacted, if unsuccessful we will attempt to contact the emergency contacts. Late stay fees will be collected of £20.

#### **If your child(ren) remains uncollected 10-30 minutes over the set time:**

If we have not been able to make contact with a parent/carers or emergency contact, we will continue to attempt all of the children's contacts. Late stay fees will still be collected at a rate of £10 per 5 minutes late (ie £30 for 10-15 minutes, £40 for 15-20 minutes)

#### **If your child(ren) remains uncollected 30 minutes over the set time:**

The manager/deputy manager will contact the local authority's First Response Team for advice on their next course of action. This will only happen if none of the child's emergency numbers have

contacted the nursery. Please note that late stay fees will be collected at the above rate. Late Fees Unless agreed otherwise, late fees will be charged at a rate of £10 per 5 minutes. For example 0-5 minutes late will incur a late fee of £10, 5-10 minutes £20 etc. Late fees will be invoiced separately and must be paid with in 1 month of the receipt of the invoice.

This Policy was adopted at a meeting of the pre-school held on 23<sup>rd</sup> August 2024.

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23<sup>rd</sup> August 2025.