



Late Collection Policy

Statement of intent

The Pre-School aims to keep children safe and free from unnecessary upset and distress.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Developing
1.2 Inclusive practice 1.4 Health and wellbeing	2.1 respecting each other 2.2 Parents as partners 2.4 Key Person	3.4 The wider environment	

To achieve this

The Pre-School will give clear instructions on how to contact the setting, we will put the contact details in the new start pack, have the telephone number displayed on the website, Facebook page, the parent notice board and on newsletters.

The Pre-School expect parents to support the group and their child by keeping them informed if problems arise effecting the collection of their child.

The setting will give clear guidelines to parents of the finish times and update parents if times change for specific events.

What is expected from the parent/carer

The Pre-School expect parents/carers to make every effort to collect their child on time. However, we understand that emergencies do happen, and this may make you late to collect your child.

The Pre-School would then expect a telephone call explaining this and a reasonable solution made for your child to be collected.

If a child is not collected on time

The Pre-School reserve the right to impose a fine if it is deemed a parent/carer is frequently late without good reason.

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If a telephone call is not received or the reason given is not deemed adequate, the Pre-School will charge the parent £5.00 for every 15 minutes in full or part that they are late. This is to cover the cost of 2 members of staff staying behind to wait with the child.

For example

- If you are up to 15 minutes late you will be charged £5.00
- If up to 16 to 30 minutes late you will be charged £10.00
- If up to 31 to 45 minutes late you will be charged £15.00
- If up to 46 to 60 minutes late you will be charged £20.00

In the event of a child being left more than 10 minutes without a telephone call, the Pre-School would try the child's contact numbers. If no response and no contact after one hour, the Non-Collection of Child Policy will be put in place.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adapted on 24th April 2015 and will be reviewed annually.

Reviewed on 7th July 2023 by Z. Munford