

## Late Collection Fee Policy

Stalbridge Pre-School aims to ensure that all children are collected from pre-school on time, either by parents or authorised persons collecting them.

It is important that children are collected on time at the end of each session. This will minimise the upset to children and the risk to security and allow staff to continue with their duties, move on to the next session supporting the remaining children or leave work on time.

The following procedures have been put in place to ensure that children are collected on time either by parents/carers or the authorised person collecting them.

### **Parents are expected to:**

- Ensure that their child is collected on time; this will be either **11.45am or 3.00pm**.
- Ensure that people collecting their child are aware of the time they are due to collect a child.
- Contact the pre-school when unforeseen circumstances mean they will be late and arrangements to have their child collected must be made immediately.

### **Late collection Charge:**

- Late collection occurs when a parent arrives to collect their child after 11.45am or 3pm (i.e. 11.46am or 3.01pm)  
  
(A satellite clock will be on display and used to register the time of collection)
- On the first occurrence of being late, the lateness will be recorded in a 'Late Collection' book and signed by the member of staff on 'door duty' and by another member of staff to witness the time of collection. You will be told by the member of staff on 'door duty' that a lateness record has been added.
- The 2<sup>nd</sup> and subsequent occurrences will incur a **£5.00 fee for the first 5 minutes late (or part thereof)** and a further £5.00 for each subsequent 5 minutes (or part thereof), any late collection fees incurred will be added to your next half term's invoice.
- This policy will be implemented for parents and any other persons you have authorised to collect your child.
- Persistent lateness will be dealt with on an individual basis by the Committee.

### **Non-Collection or contact:**

- Staff will attempt to contact the person/s with parental responsibility for the child after 15 minutes, if unable to contact this person/s then an attempt to contact authorised persons on your child's registration form will be made.
- In the event that no authorised person can be contacted to collect your child the pre-school will follow the 'Arrival and Collection' Policy.

**This policy cross references to the following policies: Safeguarding Children, Arrival & Collection.**

This policy was adopted at a committee meeting on:

Signed:

Chairperson:

Signed:

Treasurer: