



# Late Collection Policy

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This policy is for protection of children who have been left at the Preschool over the agreed collection time or once the Preschool has closed.

The Preschool has a duty of care to the children and parents to ensure that collection of children is made at the agreed time or within normal opening hours. Late collection causes additional overhead and cost and potentially 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 level 3 qualified and another qualified.

We appreciate that sometimes there may be circumstances beyond parent / carer control affecting the prompt collection of your child. If you know you are going to be late collecting the child in our care, please call at the earliest opportunity and discuss with the manager/assistant manager the arrangements for the collection.

Please note that a late stay fee may still be chargeable, unless agreed otherwise, for example in exceptional circumstances.

## Procedure

All parents/carers will be given a five-minute grace period on late collection of their child. If your child has still not been collected 5 minutes after the session has ended, then a £10.00 charge will be levied and for every ten minutes thereafter.

After 5-10 minutes we will try to contact the parent/carers due to collect the child, if we are unsuccessful and another parent/carers is listed, we will then try to contact this Parent/carers.

After 15 minutes of no communication from parents/carers, we will contact the first emergency contact on your child's contact list.

Please note that late stay fees will be collected and charged at a level relative to the circumstances and lateness regardless of if we are able to make contact.

## Escalation

Front Door/MASH will be notified in the event of collections after 45 minutes where no notification was given or persistent late collections with no explanation.

Late fees will be added to your child's account and collected with the next invoice.

Approve by Limpstone Preschool Committee

Date: 24/08/2023

Last reviewed

Date: 01/07/2025