



# CHILD PROTECTION

## 1.8 Late Collection Policy

Fernhurst Pre-school is open from 9.00am until 3pm Monday to Thursday and from 9am until 12pm on a Friday. Children have been allocated sessions with different start and finish times. Children should be collected at the appropriate time as follows;-

- If a child is staying for a morning session then pick-up time is at 12pm prompt.
- If a child is staying for a morning session with lunch then pick-up time is at 1pm prompt.
- If a child is staying for an afternoon session or all day then pick up time is 3pm prompt.

Pre-school staff understand that there may occasionally be a real one-off emergency when parents/carers cannot get to pre-school for the correct pick-up time. In these circumstances we ask for the parent/carer to telephone the pre-school to inform us. If children are regularly collected late from pre-school this causes concern for the child and the staff; therefore if necessary, the following late collection fees will be charged if children are persistently being collected late from Pre-school.:

- 5 minutes late - £1.50
- 10 minutes late £3.00
- 15 minutes late £5.00

After an hour we are duty bound to inform Social Services, who will take over the care of the said child.

This policy was adopted by **Fernhurst Pre-school** *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, \_\_\_\_\_

director or owner) \_\_\_\_\_