



# 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 will be ready to be collected 5 minutes before we close or are due to be collected, either at 11.55am, 12.55pm or 2.55pm so that we can close promptly at 3pm. Children should be collected at the appropriate time as follows; -

- If a child is staying for a morning session, pick-up time is between 11.55am and 12pm prompt.
- If a child is staying for a morning session with lunch, pick-up time is between 12.55pm and 1pm prompt.
- If a child is staying for an afternoon session or all day, pick up time is between 2.55pm and 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 being collected late from Pre-school.:

- Up to 5 minutes late - £2.00
- 5 - 10 minutes late £4.00
- 10 - 15 minutes late £6.00

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)