

# Late Collection Policy

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### Policy statement

Children can become distressed when their Parent/Carer is late collecting them, especially if they are the last child waiting to go home.

Between the morning and afternoon sessions, late collection of children can cause problems with the routine. At the end of the day, it puts unreasonable pressure on staff who all have their own responsibilities outside of preschool.

Parents/Carers should always collect their child promptly.

### Procedures

- We do recognise that there are exceptional circumstances in which Parents are unavoidably detained. In this instance, you should communicate this to the preschool at the earliest possible time.
- If you think you are likely to be more than five minutes late, you should arrange for someone else to collect your child, if possible.
- If a Parent or Carer is more than five minutes late collecting a child, this will be logged as a late collection [under child protection].
- The Parent will be charged a fee of £20 if your child is not collected at the usual collection time. If this time exceeds 10 minutes then a further £5 will be added per 5 minutes. This must be paid before the child is able to return to preschool.
- In exceptional circumstances consideration will be given at the Manager's discretion.
- If a child is not collected after 15 minutes, with no communication from the Parent/Carer to preschool, the uncollected child procedure will be implemented, when we contact Children Social Care for support.
- Continued late collections from preschool may lead to termination of your child's place at preschool.