

# Severn Beach Preschool

## LATE COLLECTION FEES - POLICY AND PROCEDURES

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

Late collection causes additional overhead and cost for preschool and potentially unnecessary distress to a child.

Children remaining in our care after the agreed collection time at the end of our day must be supervised by a minimum of two members of staff, one of whom must be qualified. Late collection on a morning session could see us in breach of our registration ratios and could pose a risk to all children.

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 us the arrangements for collection or to let us know who will be collecting in your absence. Please note that a late stay fee will still be chargeable, unless agreed otherwise, for example in exceptional circumstances.

We appreciate this may sound harsh but the logistics of lateness is very difficult to manage. Staff members are only paid until the end of session. Some have their own children to collect from school and some have other jobs to go to. We also have to clean the room and prepare for the next session. Our insurance is also generally limited to opening hours.

## PROCEDURE

If you are late collecting your child, they will be cared for by 2 members of staff. Your child will be reassured by the staff members.

All parents/carers will be given a five minute grace period on late collection of their child unless this becomes a regular occurrence.

If your child has still not been collected 5 minutes after the session has ended then a £10.00 charge will be charged - and then £10 for every ten minutes thereafter.

If your child remains uncollected 5-10 minutes over the set time:

The parents or carers will be contacted; late stay fees will be collected of £10 per child.

If your child remains uncollected 10-20 minutes over the set time and we have still had no word from or contact with the parent/carers:

We will contact the emergency contact/s on your child's forms.

Late stay fees be collected of £20

If your child remains uncollected 20-30 minutes over the set time and we still have had no contact from or with parents or carers we will continue to try to make contact with you or your emergency contacts:

Late stay fees will be collected of £30.

If your child remains uncollected 30 minutes over the set time:

As per our late collection policy we will contact the local authority ART team for advice on their next course of action.

This will only happen if none of the child's emergency contacts have made contact with preschool.

Please note that late stay fees for in excess of 30 minutes will be collected and charged at a level relative to the circumstances and lateness.

PLEASE NOTE:

Late fees need to be paid **prior** to your child attending preschool for the next session.

Unreasonable and / or persistent lateness may regrettably result in preschool terminating your child's place. 3 incidents of chargeable lateness will result in a meeting to discuss long term solutions.

Please keep us up to date with any changes in your contact details.

## Late collection fee policy agreement

I have read the late collection fee policy and agree to the terms therein.

I understand that persistent lateness will regrettably result in the termination of my child's place at preschool.

Date:

Child's name:

Parent's name:

Parent's signature: