

## Late Collection Policy

### **Aim**

To ensure safe collection of all children.

### **Methods**

All incidents of late collection of a child after the paid session ends will be recorded by the centre staff on a Late Collection Record and will result in the parent being charged an additional fee of £5.00 for the first fifteen minutes, £10.00 for up to an hour and £10.00 every half hour over the initial hour. This charge will be at the discretion of the Childcare Manager or the Centre manager.

### *Example*

- Up to 15 minutes - £5.00
- Up to 1 Hour - £10.00
- For every ½ hour after the first hour £10.00
- For 1 ½ hours after the nursery has closed the parent will be charged £20.00.

Parents should be made aware that Loseley Fields Children's Centre public liability insurance policy is only operative during the centre opening hours. Therefore any child not collected by the closing time will not be covered for any injury occurring in the centre after that time.

It has to be made clear to all parents using the centre that it is not acceptable for parents to assume that the charging mechanism gives parents the right to collect their child after the official closing time. To reinforce this after the parent has been late collecting their child twice we will discuss the policy with them and warn them about the additional fee if they are late again.

This policy was written for Loseley Fields Children Centre.

**Name:** Catherine Hawksworth

**Position:** Childcare Manager

**Signature:**

**Date:** 29.10.07

**Review Date:** 29.10.08

**Review Date:** October 2009

**Review Date:** October 2010 By Catherine Hawksworth

**Review Date:**

**Review Date:**