



Late Collection of Children Policy

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Date reviewed: 20/06/2023

1. Introduction to Brookside Pre-school's policy on late collection of children

In the event that a child is not collected by an authorised adult at the end of a session/day, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. The child will receive a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Pre-school staff understand there may occasionally be a real one-off emergency when parents/carers cannot get to pre-school for the correct collection time. In these circumstances we ask for the parent/carer to telephone the pre-school as soon as is reasonably possible. If children are regularly collected late from pre-school this causes issues with staffing/costs/adult-child ratios.

2. Late Collection Procedure

Our pre-school is open from 9.00 am to 3.15pm. Children have been allocated sessions with different start and finish times. Children should be collected by parent/carer or nominated adult at the appropriate time as follows:

- o If a child is staying for a morning session, then pick-up time is 12.00pm, prompt.
- o If a child is staying for an afternoon session or full day, then pick up time is at 3pm or 3.15pm prompt.

- Pre-school staff understand there may occasionally be a real one-off emergency when parents/carers cannot get to pre-school for the correct collection time. In these circumstances we ask for the parent/carer to telephone the pre-school as soon as is reasonably possible. If children are regularly collected late from pre-school this causes issues with staffing/costs/adult-child ratios.

- If parents/carers have not notified the pre-school of an issue which would prevent them from collecting their child on time, the pre-school staff will phone the parent and alternative contact numbers provided by the parent/carer on registration.

3. Late Collection Fees:

All parents/carers will be given a five minute grace period on late collection of their child. If your child has still not been collected 5 minutes after the session has ended (12p.m, 3pm or 3:15p.m., then a £5 charge will be levied and for every five minutes thereafter.

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

The parents or carers will be contacted. No fee applied.

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

If we have been unable to contact parents or carers, we will contact your named emergency contacts. Initial late collection fee will be applied of £5.

If your child remains uncollected 15 minutes over the set time:

Additional £5 fee will be applied. This will be the case for every 5 minutes thereafter, until your child is collected.

ESCALATION

The Stockport Multi Agency Safeguarding Support Hub and Ofsted will be contacted in the event of collections after 30 minutes where no notification was given.

Unreasonable and / or persistent lateness may regrettably result in the matter being referred to the preschool committee for further discussion with regards to your child's place at preschool.

Please note that if the manager/deputy manager sees fit they may contact the Multi Agency Safeguarding Support Hub, earlier than it states in the set procedures for advice if necessary