

Late Collection Additional Fees

Policy Statement

In the event that a child is not collected by an authorised adult at the end of a Pre-school session/day we put into practice agreed procedures (see Uncollected Child Policy). These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. Additional costs are incurred by the Pre-School due to late collection and late collection additional fees will be charged.

Procedures

- Parent(s)/Carer(s) inform the setting as soon as they are aware that they will be late
- If Parent(s)/Carer(s) do not inform the setting they will be charged (see fees structure below)
- If Parent(s)/Carer(s) do inform the setting they will not be charged for the first incidence, repeat offences will be charged
- Staff will record the date and length of lateness for each incidence.
- Late collection beyond the agreed session/day will incur additional fees, at £5 for 0-15 minutes late and thereafter the rate of £5 per additional quarter hour.
- Fees will be issued with 14 day payment terms.
- Refusal to pay late collection additional fees will follow the Pre-school Unpaid Fees Policy