



Late collection policy

Please be on time to drop off and pick up your children.

The following times are in place:-

- 8am – breakfast club
- 8.30am - Early start
- 9am – drop off for morning session
- 12pm – pick up for morning session
- 12.30pm – drop off for afternoon session
- 3.25/3.30pm – pick up for afternoon session
- 4pm – pick up for after school club

The children have their lunch at 12.30pm, but around this time and at 12 o'clock we also need to accommodate staff lunch breaks and ensure that we keep to our permitted child to staff ratios. Late pick-ups and drop-offs can cause the staff to have late lunches and in some instances have missed their lunch break completely.

Once the children leave at 3.30pm and 4pm two members of staff are required to work until 4.30pm to clean the pre-school ready for the next school day. Whilst there is a child within the setting there must be a minimum of two members of staff on the premises. The delay in collection has meant that staff have had to work beyond their working hours, and in some instances have been unable to leave the setting when they have had an appointment to get to.

If this persists, parents shall be issued with a warning letter.

Thereafter and if still not adhered to, a late drop off and/or pick up charge shall have to be imposed.

This shall be set at £15 per child, for each half an hour or part thereof from the time when they should have been collected by their appointed carer.

If your child leaves us at 3.30 please ensure that you pick up by 3.30, even though there are children still with us, they are the children that are booked into after school club. You will still be issued with a late pick up charge if you are persistently late.

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 the manager/deputy manager the arrangements for collection. Please note that a late stay fee will still be chargeable, unless agreed otherwise, for example in exceptional circumstances.

Please see 'Non-collection of children policy'

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) _____

Signed on behalf of the Pre-school _____

All policies are reviewed at least annually, updated if necessary, and signed at our Annual General Meeting.