

Late Collection Fee Policy

Cambo Wraparound aims to ensure that all children are collected from the Wraparound facility on time, either by parents or authorised persons collecting them.

It is important that children are collected on time at the end of each session. This will minimise the upset to children and the risk to security and allow staff to continue with their duties, move on to the next session supporting the remaining children or leave work on time.

The following procedures have been put in place to ensure that children are collected on time either by parents/carers or the authorised person collecting them.

Parents are expected to:

- Ensure that their child is collected on time; this will be either 11.45, 12:45, 15:00, 17:30 or 18:00.
- Ensure that people collecting their child are aware of the time they are due to collect a child.
- Contact the pre-school when unforeseen circumstances mean they will be late and arrangement to have their child collected must be made immediately.

Late collection charge:

Late collection occurs when a parent arrives to collect their child after 11.45, 12:45, 15:00 17:30 or 18:00 (i.e. 11.46, 12:46 or 15.01, 17:31 or 18:01). (A satellite clock will be available for confirmation and used to register the time of collection).

On the occurrence of being late, the lateness will be recorded in a 'Late Collection' form and signed by the member of staff on duty and by another member of staff to witness the time of collection. You will be told by the member of staff on duty that a lateness record has been added. Late occurrences will incur a £5.00 fee for the first 5 minutes late (or part thereof) and a further £5.00 for each subsequent 5 minutes (or part thereof), any late collection fees incurred will be added to your next invoice.

This policy will be implemented for parents and any other persons you have authorised to collect your child.

Persistent lateness will be dealt with on an individual basis by the Committee.

Non-Collection or contact:

Staff will attempt to contact the person/s with parental responsibility for the child after 5 minutes, if unable to contact this person/s then an attempt to contact authorised persons on your child's registration form will be made.

In the event that no authorised person can be contacted to collect your child the pre-school will follow the Late or Uncollected Child Policy. This policy cross references to the Safeguarding Children Policy.