

LATE FEE POLICY

We appreciate that on occasions due to unforeseen circumstances parents and carers may be unable to collect their children on time.

However, should a parent or carer fail to collect their child by the end of the session, without prior warning the following charge will be applied:

- The nursery will charge a fee of £1.00 for each additional minute that a parent is late collecting their child
- The nursery will charge a lunch fee of £2.50 if the parents are late collecting the child from the morning session and nursery have had to provide lunch for the child

Parents and carers will be given a verbal warning and then any further late occurrences will incur late fee charges. Charges will be issued for all late collections; only exceptional circumstances will be authorised by the Childcare Manager.

All late collections must be recorded by staff in the individual room late fee diaries and parent's signature obtained and advised of the late fee cost.

If it is necessary for an adult other than those already agreed at the time of registration, to collect the child we will use a unique password system to allow your child to be collected.

Two members of staff will stay at the setting with the child. Due to possible legal implications we are not able to take the child anywhere else.

PLEASE NOTE:

If we have not been informed of a parent/carer collecting their child/children late the following procedures will be followed:

- 1) Contact parent or carer. If unsuccessful we will:
- 2) Contact nominated emergency contact/s. If unsuccessful we will:
- 3) If after repeatedly trying we have been unable to contact any nominated person we will inform the police.