



Child Protection

1.7 Late Collection Charge Policy

Safeguarding and Welfare Requirement : Child protection

North Bushey Pre-school must have and implement a policy and procedures to safeguard children

Policy statement

North Bushey Pre-school believe that in order to establish routine and security for the children, Parents/carers should collect their child at the designated time. After a session has ended, Pre-school becomes an unsafe environment for children due to staff using and moving equipment and furniture, and therefore it is important that children are under supervision at this time.

Whilst we understand that parents/carers may occasionally face unforeseen problems, the following policy will be put in place if regular late collection occurs or North Bushey Pre-school has not received a message explaining the circumstances:

- A late collection charge of £10 will be made 15 minutes after the session/day has ended
- An additional £5 charge will be made for every subsequent 10 minutes until the point at which the child is collected.

The parent/carer will be informed of a late charge verbally and in writing from the Pre - school owner or the Pre-school Leader.

This Policy was adopted at a meeting of North Bushey Preschool held on	MAY 2019
Date to be reviewed	MAY 2021 OR SOONER IF CHANGES ARE REQUIRED
Provider	Pre - school owner