



HUMPTY DUMPTY PRE-SCHOOL

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LATE COLLECTION POLICY & PROCEDURE

This policy is to protect children who have been left at nursery over the agreed collection time or after closing.

Humpty Dumpty Pre-school have a duty of care to the children and parents to ensure that collection of young children is made at the agreed time or within normal opening hours. Late collection causes unnecessary distress for the child.

Children remaining in our care after the agreed collection time, or after normal closing hours must be supervised by a minimum of two members of staff, one of whom must be qualified.

We appreciate that sometimes there may be circumstances beyond parent control affecting the prompt collection of your child. If you expect you will be late collecting your child in our care, please call at your earliest convenience and discuss possible arrangements with the manager/deputy manager. When we register a child, we ask parents to complete a collection arrangement form/password system with a list of possible adults (family/friends) who could be collect the child in the instant the parents are unable to collect.

Our opening hours are 9.30am to 3.30pm. there will be an additional charge if your child is not collected on time and vacated the premises by their due collection time.

The fees are payable on the day. £5.00 every 5 minutes late.

Policy & Procedure updated and renewed September 2023