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Administration

11.5 Late collection of child policy

Procedures

The pre-school closes promptly each day at 3pm, This is to ensure our legal liability relating to ratios / staffing are not infringed and that we comply with insurance regulations for the building, therefore it is required that all children are collected on time.

Any parent/carer who will be late must inform the pre-school Immediately prior to the end of the session.

Parents need to be within the pre-school grounds to collect their child at 3pm

Any parent /carer who is consistently late (every week) collecting their child will have to pay a charge which covers the additional staffing costs incurred for this reason.

The charges are £5 for the first 5 minutes of being late, with an additional £5 for every 5 minutes after.

Should a child not be collected within half an hour of the end of session or a regular pattern forms and no contact has been made, the pre-school will follow their policy and procedure for an Uncollected child 1.4 and contact Calderdale Safeguarding Children Partnership (Emergency contact team).

This policy was adopted by

Sunnybank pre-school

Adopted on

24/11/2021

Date reviewed

17/05/2026

Date for next review

17/05/2027

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)