



Lavenham Pre-School
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Late Collection of Child Policy

Statement of intent

In the event of a child not being collect by an authorised adult at the end of a session, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Aim

Staff will ensure that the child receives a high standard of care to minimise distress. Staff will inform parents/carers of our procedures so that if they are unavoidably delayed they will be reassured that their child will receive a high standard of care.

Method

Parents/carers of children starting at the setting are asked to provide specific information which is recorded in the registration form.

If a child is not collected at the end of the session, we follow the following procedures:

- Records are checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- In the event of late arrivals of a designated responsible person, members of staff will remain at the premises with the child.
- After 30 minutes if the child is still not collected we will adhere to our 'Uncollected Child' policy.

THE STAFF RESERVE THE RIGHT TO KEEP A CHILD IN THE PRESCHOOL IF FOR ANY REASON THEY HAVE CONCERNS ABOUT THE COLLECTION ARRANGEMENTS.

Late Collection Charge

It is parents responsibility to inform us if they are going to be late or if they have made arrangements for someone else to pick their child up because they know they will be late (this person should be already listed on their child's registration form).

We do appreciate that emergencies happen and we will do our best to support Parents/Carers, however, in all but extreme circumstances a late charge will still apply as we still need to pay staff to stay and care for the child.

- the charge will be £5.00 per child for every 5 minutes (or part thereof) that the Parent/Carer is late, as shown on Pre-school's regularly checked clock, starting 5 minutes after due collection time.

It is the policy of Pre-school to reserve the right to charge Parents/Carers for late collection. These charges are to cover staff overtime as 2 members of staff have to remain on the premises until the child/children are collected and also to ensure that the staff:child ratio remains adequate at all times.

This policy was adopted by Lavenham Preschool (name of provider)

On February 2026 (date)

Date to be reviewed February 2027 (date)

Signed on behalf of the provider



Name of signatory Roy Mawford

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