



Sherwood Pre-School
Community. Learning. Progress.

LATE COLLECTION POLICY

The pre-school appreciates that due to unforeseen circumstances parents or carers may occasionally not be able to collect their children on time. Staff will, within reason, always seek to accommodate parents' and carers' difficulties.

In the event of a child not being collected within 15 minutes of the end of session, without prior notification, the following procedures will be carried out:

- Every effort will be made to contact the parent/carer.
- If contact cannot be made, the emergency contact-person will be contacted and asked to collect the child immediately.
- Each parent will agree a unique password on registration in order to ensure that, in emergencies, adults, other than those already designated, are able to collect the child by using the password system.
- Two members of staff will always stay at the pre-school with the child. Due to possible legal implications, the child will not be taken from the pre-school.
- Three late collections, without notification, in any term will result in the loss of the place.
- If late collections, even with notification, occur more than three times in a term or four times in a twelvemonth period, the manager is entitled to impose a condition. A broken condition will result in the loss of the place.
- If after one hour has elapsed without contact being made with either the parents or emergency contact, Croydon Police (0208 667 1212) will be contacted.
- A fine of £10 will be levied for every late collection, from the end of the session up to fifteen minutes, then again for any time within the next fifteen minutes and then for any part of every subsequent fifteen minutes, to cover staffing costs, phone calls, etc.

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