



LATE COLLECTION OF CHILDREN

You and Me Pre-School aims to provide high quality childcare for the duration of the hours that we operate. However, after contractual hours have been completed it is unreasonable for children to be waiting for their parents.

Staff are not allowed to take children home.

Parents/Carers upon signing the Childcare Terms and Conditions state that they understand and agree to keep to the times stated.

Parents/Carers should always inform a member of staff if a person other than themselves will be collecting their child. No child will be allowed to leave the setting with an adult that is not familiar to staff. No child will be allowed to leave the pre-school with anyone aged under 16.

In an emergency, please contact the pre-school to let us know the name of the person collecting your child. If they are not listed as an "Authorised Person" on your child's Entry Record we will ask you for a password. The person collecting your child will then be asked for the password and to sign the child collection form.

Every effort will be made by management to contact parents/carers. Our procedure is as follows:

1. Staff will attempt to contact parents and then the emergency contacts in the order they appear on the Child's Entry Record.
2. This will be repeated on a regular basis until such time as management feel is appropriate.
3. When parents/carers arrive staff will expect an explanation.

[If a child is left longer than an hour over their contractual hours or 30 minutes over the pre-school closing hours management will contact the Local Safeguarding Board.](#)

It is our policy to charge parents/carers who are late collecting their child:

First 10 minutes	Every 10 minutes Thereafter
£10.00	£10.00

Unreasonable and/or persistent lateness may result in the child's place being withdrawn at the discretion of the management committee.

I have read and understood the above:

Signed Parent/Carer

Date

