



LATE COLLECTION Policy

Grassroots Day Nursery understands that sometimes a situation will arise that means you will be late collecting your child. However this late collection policy applies in all circumstances.

The nursery is open from 8.0 am to 6.0 pm daily. Sessions run from 8.00 am to 1.00 pm and from 1.00 pm to 6.00 pm. Parents who do not collect their children by the end of a session, at whatever time of day, will be liable for additional payments. A 7-30am start and a 6-30pm emergency finish is available to book in advance for an additional charge.

This policy applies to the late collection of children from both the morning and the afternoon sessions.

If parents are unable to collect their child on time, they must telephone the nursery to let us know what the situation is and when their child is likely to be collected.

If this situation occurs at the end of the day then please arrange for someone else to collect your child.

No charge will be made for an **occasional** late collection for up to 10 minutes after your child's session finishes. After 10 minutes a charge of £10 per 15 minutes or part thereof is charged.

Repeated late collection charged are £15 per 15 minutes or part thereof.

Any late charges will be added onto the following months invoice.

Grassroots Day Nursery is required to inform our local Children's Services if a child is repeatedly collected late from nursery or if we have not heard from the parent by 6.30pm. Children must be collected by 7.0pm or our local Children's Services must be informed.

Policy/Procedure name: Late Collection Policy	
Publication Date: April 2019	Date for Review: April 2020
Signed:.....(Proprietor)	
Signed:.....(Manager)	