**LATE COLLECTION POLICY**

Our Playschool is open from 9.00am to 3.30pm.

* If a child is staying for a morning session then pick-up time is at 12pm, prompt.
* If a child is staying for a morning session followed by Lunch Club then pick-up time is at 12.30pm, prompt.
* If a child is staying for an afternoon session then pick-up time is at 3.30pm, prompt.

Playschool staff understand that there may occasionally be a real one-off emergency when parents/carers cannot get to playschool for the correct collection time. In these circumstances we ask for the parent/carer to telephone the playschool. If children are regularly collected late from playschool this causes issues with staffing/costs/adult-child ratios; therefore the following late collection fees will be charged if children are persistently being collected late from playschool:

* 15 minutes late or more = £10.00

This policy was adopted by Abington Vale Playschool

Managers signature and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff signatures and dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy updates September 2019

Review September 2020