



## LATE COLLECTION POLICY

We appreciate that due to unforeseen circumstances parents/carers may occasionally not be able to collect their children on time. However 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 we are unable to do so the emergency contact 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 agreed, are able to collect the child by using the password system.
- Two members of staff will stay at the setting with the child. Due to possible legal implications we are not able to take the child from the setting.
- Three late collections, without warning, will result in the loss of the place.
- If after a suitable amount of time has lapsed the parents or emergency contact cannot be contacted we will contact Haywards Heath Police (0845 6070999)
- A fine of £5 per 15 minutes will be levied to cover staffing costs, phone calls, etc.