



Marsh Green Pre-school

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Late Collection Policy & Procedure

This policy is to protect children who have been left at the preschool after the agreed collection time or after closing hours.

Marsh Green Preschool has a duty of care to the children and parents to ensure that collection of young children is made at the agreed time or within normal opening hours. Late collection causes unnecessary distress to a child and the staff.

Children remaining in our care after the agreed collection time, or after normal opening hours must be supervised by a minimum of two members of staff, one of whom must be qualified.

We appreciate that sometimes there may be circumstances beyond parent control affecting the prompt collection of your child.

If you expect you will be late collecting your child in our care, please call at your earliest convenience and discuss the possible arrangements with the manager/deputy manager. When we register a child, we ask parents to complete a collection arrangement form/ password system with a list of possible adults (family/friends) who could collect the child in the instance the parents are unable to collect.

Our opening hours are 9.00 am to 3.00 pm Monday to Thursday and 9.00 am to 1.00 pm on Fridays. There will be an additional charge if your child is not collected on time.

The fees are payable on the day by cash on collection of your child, or bank transfer to be made the same evening the late pickup occurs.

If no bank transfer is received or proof of this is provided, an invoice will be sent to the parent to cover the late fee, plus an additional charge to cover invoicing and admin time.

The late fee will cover the costs of the two staff required to remain at preschool as a result of a late pick-up, as well as associated costs for those members of staff – many of whom will incur their own childcare costs as a result of being unable to leave the setting at the end of their designated working hours.

Fees payable:

Late arrival, first 10 minutes – £20.00

Every 5 minutes thereafter – £10.00

If payment is not made on the same day, there will be a £5.00 daily penalty plus a one-off administration fee of £10.00.

This Policy is adopted by Marsh Green Pre-school ICO by the agreement of the trustees in November 2023.