

1.7 Safeguarding children.

Charging of a fee for the late collection of children.

This policy should be read in conjunction with the policy for Uncollected Children.

Writtle Green pre-school reserves the right to charge a fee when parents/carers arrive late at the pre-school at the end of a session to collect their child/charge. In exceptional circumstances a fee may be waived, this is at the discretion of the pre-school Supervisor.

If a telephone call has not been received by the pre-school to advise that a parent/carer will be late, then the pre-school staff will make all reasonable attempts to contact a parent/carer.

If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form – are contacted. If this is also unsuccessful then the policy for Uncollected Children must be put into place.

The fee will be charged in multiple of 5 minutes. The current fee will be set at £5.00/5 minute period or part thereof.

This policy was adopted at a meeting of	Writtle Green Pre-School	name of setting
Held on	_____	date
Date to be reviewed	_____	date
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	