



Late Collection of Child Policy

If a child is being collected at the end of the preschool session the following procedures will be followed.

- Staff will wait ten minutes at the end of the session before telephoning the child's parents/carers
- If parents/carers cannot be contacted, staff will call the emergency contact numbers
- Staff will continue to try to make contact with parents/carers for a further 30 minutes.
- If there is still no contact with the child's parents / carers, staff will refer to the non-collection of child policy.
- If a child is late being collected, an additional fee will be charged, for details regarding this please refer to the pricing policy.

This policy was updated in January 2024

This policy will be reviewed annually or on a need to do basis.

Signed by the Preschool Committee:

Signed by the Preschool Manager: