



## Milborne Ladybirds Playgroup

### **LATE COLLECTION POLICY**

- Whilst it is understood that Parents/Carers will endeavour to collect their child on time, there will be occasions when this may not happen. Milborne Ladybirds Playgroup will look after such children in the following manner:
  1. The child will be reassured that they are safe and informed that we are trying to contact the Parents/Carers.
  2. Staff will contact Parents/Carers or emergency contacts.
  3. The child will remain in the Preschool with a member of Staff until collected by a named adult.
- In the event that a parent/carer is unavoidably late we request that they inform the Preschool of an estimate time of arrival or arrange for the child to be collected by a person previously made known to the Preschool.
- In the event that a child has not been collected and there is no contact with the parent/carer within an hour of the session ending Social Services will be informed. The child will remain with the Supervisor until satisfactory arrangements have been made.
- Milborne Ladybirds Playgroup reserve the right to charge a rate of £3 per half hour or part thereof in addition to the normal sessional rate for habitual lateness. This is described as more than three occasions in a rolling month

### **Reviewing the Policy**

The Late Collection Policy will be kept under review and will be reviewed annually  
This policy was reviewed and agreed at a meeting of the Management Committee held on 22<sup>nd</sup>  
February 2012

Signed ..... Chairperson