Nexus Education Schools Trust

Late Collection Policy

Date: May 2024

Review Date: May 2025

Late collections Policy and Procedure

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

Nest Nurseries have a duty of care to the children and parents to ensure that collection of young children is made at the agreed time and 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 y our child.

If y ou expect y ou will be late collecting y our child in our care, please call at our 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 and provide a possible list of adults (family /friends) who could collect the child in the instance the parents are unable to collect.

Our opening hours are 8am-6pm. There will be an additional charge if y our child is not collected by the end time of their session and vacated the premises by 6pm (whichever is earlier).

The fees below are payable and you will be sent an invoice from the finance team to settle as soon as possible.

Our Ofsted registration and procedures on the site restrictions prevent us from working after 6pm.

Fees payable:

Late arrival fee- **£10**
Every 1 minutes thereafter- **£1.00**