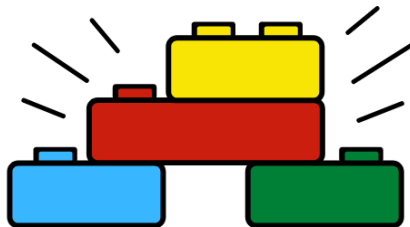


BRIGHT **BLOCKS**

PRESCHOOL



LATE COLLECTION AND PROCEDURE POLICY

At Bright Blocks Preschool, we believe that every child deserves the best possible start in life and the support that enables them to fulfil their potential. Our staff, volunteers, church community, parents and carers and anyone involved in our preschool community have an essential role to play in making it safe and secure. Our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare of and safeguard all the children entrusted to our care.

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written: February, 2022

Date of last update: November, 2023

Date agreed and ratified by Bright Blocks Preschool Directors: November, 2023

Date of next full review: November, 2024

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key Contacts

	Name	Contact information
Designated Safeguarding Lead (DSL)	Elaine Nwokolo	07593 019 237 brightblockspreschool@gmail.com
Deputy Designated Safeguarding Lead	Hamilton Nwokolo	07957 742 448 brightblockspreschool@gmail.com
Manager	Elaine Nwokolo	07593 019 237 brightblockspreschool@gmail.com

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

At Bright Blocks Preschool, we have 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.

Children remaining in our care after the agree 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 instant the parents are unable to collect.

If a child is not collected, the nominated parent will be contacted. If they are not able to be reached, the next of kin will be contacted. In the rare situation where there is no response from both contacts, the Police and social services will be contacted after an hour of closing the provision.

There will be an additional charge if your child is not collected on time.

The fees are payable on the day in cash and the money will go directly towards staffing costs for the members of staff that have had to stay after hours (at least two staff must be present).

Our Ofsted registration and planning regulations restrictions prevent us from working after 3.30pm.

Late Fees payable

Late arrival by 1-10 minutes – £20.00

Every 5 minutes thereafter – £10.00

If the payment is not made on the same evening, then there will be a £5.00 daily penalty.