



## **Late Collection Fines Policy**

### **Policy Statement**

This policy is for protection of children who have been left at Kingfisher Preschool over the agreed collection time or once the preschool has closed.

Kingfisher Preschool has a duty of care to the children and parents to ensure that collection of very young children is made at the agreed time or within normal preschool opening hours. Late collection causes additional overheads and cost for the preschool and potentially unnecessary distress to a child.

### **Policy**

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 a senior member of staff.

We appreciate that sometimes there may be circumstances beyond parent / carer control affecting the prompt collection of your child. If you know you are going to be late collecting your child in our care please call (07504170949) at the earliest opportunity and discuss with the supervisor the arrangements for the collection. Please note that a late collection fine will still be chargeable, unless agreed otherwise, for example in exceptional circumstances.

When booking your child's place at Kingfisher Preschool parents will be made aware of the collection times. This will either be **12noon or 3pm (or 3.30pm if attending After School Club which needs to be booked at least 24 hours before hand)**.

Therefore, if a child is failed to be collected by the agreed end of session time an initial 'Late Charge Fee' will be implemented of **£10**. After that, parents will be fined **£1 per minute** they are late. E.g.

Collection Time: 3pm

Parents arrive for collection at: 3.12pm

Late Charge Fee: £10 + £12 (£1 for every minute late)

Total Due: £22

An invoice will be sent out weekly for payment of late collection fines.

If children are not collected after 15 minutes of their expected finish time procedures from our **Uncollected Child Policy** will be put in place. If this policy is put in place the fine will stop when the child is taken responsibility of the police or children’s social care.

When a child that is late is collected the parents must sign to acknowledge their lateness.

Persistent lateness will be viewed as a child protection issue and may well be raised with relevant agencies.

**Date:** 29<sup>th</sup> September 2017

**Signed:**

**Kingfisher Preschool Manager**

**Review Date:** September 2018

**Staff Signatures:**

**I confirm that I have fully read and understand this policy. I will adhere to and follow the directives laid out in this policy.**

| PRINTED NAME | POSITION | SIGNATURE | DATE |
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Kingfisher  
Pre-school

**Parent / Carer Acknowledgement of Late Collection**

Child's name: \_\_\_\_\_ DOB: \_\_\_\_\_

Date: \_\_\_\_\_

Official Collection Time: \_\_\_\_\_

Actual Collection Time: \_\_\_\_\_

Initial Late Charge Applied £10: YES / NO

Minutes Late (£1 per minute): \_\_\_\_\_

Total Late Collection Fine: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kingfisher Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_