



PRE-SCHOOL

Seacourt Road, Thamesmead, London, SE2 9XB

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Telephone: 020 8320 1900 or 07572344567

LATE & UNCOLLECTED CHILDREN POLICY

We aim to promote a safe and secure environment for the children to learn in.

SESSION TIMES ARE;

MORNING SESSION: 8:45am until 11:45am

AFTERNOON SESSION: 12:45pm until 3:45pm

FULL DAY SESSION: 8:45am until 3:45pm

Please be prompt when dropping your child off as lateness disrupts the session and all the children's learning.

Only a parent, guardian or person authorised on the 'Authorised to Collect Form', may collect children from a Toddles setting.

If any other person not recorded on these forms is collecting a child, we will need to be informed prior to collection by the parent/carer of the child, before we will release the child to them. The person collecting the child must be informed of the child's individual password prior to collection and in the event that the person does not know the password, the child will not be released until a member of staff has contacted the child's parent/carer. No child will be dismissed to any person under the age of sixteen, unless written authorisation is given by the parent to a member of the Senior Management Team.

If a child is not collected TEN minutes after a session has finished a late collection fine will be issued as follows:

**£20 per child flat rate for the first ten minutes
And then £5 per child for every five minutes thereafter.**

Persistent misuse of the ten-minute grace period will be monitored and could result in a £20 fine being issued.

A fine is still payable even if you have informed us that you will be late to collect your child, and will continue to increase until the child has been collected.

You will have fourteen days in which to pay this fine or your child's place could be withdrawn and court proceedings will be started to recover this fine. Payment plans are available at the Executive Managers discretion.

A staff member will try and contact all persons on the child's 'Authorised to Collect Form.' All details of this will be written in the 'Late Collection Fine Sheet' as will the amount of the fine due and what time the child was collected. The person who collects the child will be required to sign this form when they arrive to collect the child. It is their responsibility to inform the parent/carer of the fine. Please note that it is the parents/carers responsibility to ensure that their child is collected on time and is therefore liable to pay any fines.

If the child has still not been collected and we are unable to contact you within the thirty minutes after the session has finished your child will then be classed as an 'Abandoned Child'. Senior Management at Toddles Ltd reserve the right to contact the Police and Local Safeguarding Children Team. If contacted they will be informed that the uncollected child has been abandoned. We will then take the appropriate action set out by these officials and may hand your child over to them.

Please be aware that the fine will continue to increase until the child is collected by an adult or handed over to the Police or Local Safeguarding Children Team.

**PLEASE BE AWARE IF A CHILD IS COLLECTED LATE ON THREE OCCASIONS IT
MAY RESULT IN LOSS OF YOUR CHILD'S PLACE.
PLEASE BE PUNCTUAL WHEN COLLECTING YOUR CHILD.**