

PROCEDURE FOR LATE COLLECTION/ UNCOLLECTED CHILDREN

Parents/ carers are expected to collect their children by the end of their pre-agreed session. Sessions at Roundabout Pre-School finish at 12.00 noon or 3pm respectively on Tuesdays, Wednesdays and Thursdays. If your child is not collected on time, our legal liability relating to the staff/ child ratio will be infringed.

Two members of staff must remain at Roundabout Pre-School until the last child has been collected. Any parent/carer who is late collecting their child will have to pay for the additional staffing costs incurred for this reason. Furthermore, a fine of £5 for every 15 minutes lateness will be charged.

Parents should pay for additional staff costs and fines at the time of collection. A receipt will be issued. Alternatively, an invoice will be sent.

Roundabout Pre-School holds the right to terminate a child's attendance at the pre-school if the child is collected late on a regular basis.

If a parent/carer is aware they are going to be late, they should send a person who is authorised to collect their child, i.e. a person who is listed in the safeguarding section of the child's Enrolment form. It is imperative that the person who collects on behalf of the parent/ carer knows the password.

If none of these contacts are available, they should telephone Roundabout Pre-School so that our staff is aware there is a problem. For safeguarding reasons, our staff is not able to accept instructions from parents/ carers via telephone in regard to collection of their child by a person who is not listed in the safeguarding section of the child's Enrolment form.

If a child has not been collected within 10 minutes of the end of their session and we have not been contacted by the parent/carer, then the Pre-School leader or their deputy should ring the telephone numbers listed on the Enrolment form – parents'/ carers' work, home and mobile numbers. If unsuccessful the emergency contact number(s) should be called.

If all these measures have been taken, staff should contact:

Duty and Advice Team	0113 376 0336
Children's Emergency Duty Team	0113 525 0600