

# ***Uncollected Child and Late Collection Policy***



## **Late Collection of Your Child**

We kindly request that children are collected promptly at the end of their session.

Late collection is disruptive and can put us in breach of our registration if we find that we have more than ten children in our care. In the event that a child is collected more than fifteen minutes after the end of their session time a late fee will be imposed of £1.00 per fifteen minutes the child continues to be in our care after their collection time.

## **Uncollected Child**

If at the end of the play session a child has not been collected after 10 minutes the supervisor will telephone the parents.

If they are unavailable, the play leader will telephone the further contact numbers. The numbers will be tried through out the day until a person is contacted to pick up the child.

If no person can be contacted the supervisor will wait for 1 hour after the final session of the day, then telephone social services and request that they come and collect the child. Ofsted will be informed.

All phone numbers rung and people contacted will be documented.