



# Early Learners Centre Pre School

## **Late Collection Policy**

Please be aware that the Pre School closes at 3:30pm. We ask all our parent/carers to have an emergency contact for those times when you are unable to collect your child or in a medical emergency when your child may need urgent medical treatment and you are unable to collect your child in time. If you know that you will not be able to collect your child at the end of their session on time please make other arrangements for their collection. It is unfair on staff and can be quite upsetting for the child concerned when they have not been collected at the end of their session.

A late collection fine will be charged from 3:30pm onwards.

A fine of £10.00 will be issued between 3:30pm - 3:40pm. After this time the fine issued will be decided by the manager. If a child has not been collected by 4pm and no contact has been made with either

parents/carers or emergency contacts then Early Learners Pre School will contact The Children and Families Advice Centre for guidance.

If your child attends a half day session in the morning a late fine still applies, a £10.00 will be issued between 12.00pm-12.15pm.