



# **LITTLE ELLIES**

## **Late Collection Policy**

<b>Policy Creation &amp; Review</b>	
<b>Author(s)</b>	Manager
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## **Little Ellies**

### **Late Collection of Child**

#### **Policy statement**

The setting operates set opening hours as registered with Ofsted (8am - 6pm) and is appropriately staffed for those hours in accordance to adult to child ratios. All children are expected to be collected on time by the authorised parent / carer. If not collected, a late charge is applied as stipulated in the handbook.

#### **Procedures**

If children are still in the setting waiting to be collected past 6pm the following protocol must be followed:

- 2 members of staff must stay with the children (or more in the event that ratio requires it). This should be a senior member of staff and another member of staff as nominated by the senior member of staff. Agency staff should not be required to stay; there must be 2 permanent members of staff in the room. If it is highly unlikely that this is not possible (i.e. there are not 2 members of permanent staff working at 6pm) then agency staff would be required to stay and the management team must be contacted and informed.
- It is the room leader's responsibility to ensure that this is fair and that it is not always the same members of staff staying behind.
- In the absence of a senior member of staff, staff members should decide between them who is going to stay. If there are any problems with this staff should contact the management team.
- Children should be looked after as normal and given something to do during this time; they should not just be waiting with their coats on.
- Children should not be removed from the room and located anywhere else in the building.
- Should staff require any support, contact management. The site manager / cleaner will also be available as he / she will have to lock up once everyone has left.
- After 6:00pm a member of staff should attempt to contact the person collecting any remaining children to find out how long they will be. If it is going to be past 6:10pm the management team should be contacted to make them aware of the situation.
- Any time worked after 6:00pm staff are entitled to take back in lieu. Please ensure that you let the management team know the next day so this can be added to your time in lieu.
- Ensure that a late slip is completed fully and signed by the collecting adult.

#### **Late Collection Information for Parents**

##### **£25.00 for each 15 minute period**

Little Ellies has a charging policy for late collection.

If you are late in collecting your child at the agreed time you will be liable to pay a late collection charge to cover the costs of administration and staffing who will be required to stay behind to care for your child. Your first late collection will not be charged at the discretion of Little Ellies management.

Where you are late in collecting your child, you will be required to sign a late collection form for each late occasion. Please note persistent late collections may result in your child's place being withdrawn. You remain responsible for the timely collection of your child even if you request a 3<sup>rd</sup> party to do this on your behalf (such as a Nanny/Au-Pair or relative).

For example: if you are 25 minutes late in collecting your child, this will incur a late collection fee of £50.00. Any forms that go unsigned by the adult collecting, will automatically be charged on your next invoice.