



Berry Harbor Pre-school
 Manor Hall
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 Berry Harbor
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Late Collection Policy & Procedure

This policy is to protect children who have been left at the preschool after the agreed collection time or after closing hours.

Berry Harbor Preschool have a duty of care to the children and parents to ensure that collection of young children is made at the agreed time or within normal opening hours. Late collection causes unnecessary distress to a child and the staff. Children remaining in our care after the agreed collection time, or after normal opening hours must be supervised by a minimum of two members of staff, one of whom must be qualified.

We appreciate that sometimes there may be circumstances beyond parent control affecting the prompt collection of your child.

If you expect you will be late collecting your child in our care, please call at your earliest convenience and discuss the possible arrangements with the manager/deputy manager.

When we register a child, we ask parents to complete a collection arrangement form/ password system with a list of possible adults (family/friends) who could collect the child in the instant the parents are unable to collect.

Opening Times

Monday – Friday 8:30am to 4:00pm Term time only

We offer the following session.

Early Bird	Morning Session	Afternoon Session	All day	Extended Session
8:30am	9:00am - 12:00pm	12:00pm - 3:00pm	9:00am - 3:00pm	3:00pm - 3:30pm 3:00pm - 4:00pm

Additional charges apply if your child is not collected on time and vacated the premises by 12:00pm or 4:00pm

Fees payable

Late collection is charged at £2.00 per minute after the end of your child's session such as 10 minutes late you will be charged **£20.00**

Payment needs to be prompt or there will be a £5.00 daily penalty.

The fee will be invoiced and is to be paid as dated on the invoice.

Our Ofsted registration and planning regulations restrictions prevent us from working after 4:00pm.

This policy was adopted at a meeting of Berry Harbor Preschool held on 06/04/2015
 This policy was review and revised on 08/04/2024

Signed on behalf of the preschool.....Date.....