

St Clements Nursery 2537718, St Clements Preschool Iford 2537716

### Late Parent Procedure

To ensure that the children feel safe and secure in our setting (In line with Every Child Matters 2004); we feel that it is important that parents help us to build up trust, by collecting their child on time after each session. Therefore, the following procedure will now apply.

We understand that unavoidable delays can occur, and while we want to be sympathetic to individual needs we have an obligation to the safe running of our pre-schools and our team.

- Any parent/carer arriving late will be asked to sign a "late register".
- Once the parent/carer has signed the "late register" 2 times a fee system will come into operation.
- Up to **15 minutes** that the parent/carer is late the **fee will be £10.00**
- Up to **30 minutes** that the parent/carer is late the **fee will be £20.00**
- Any fee incurred will be payable by your child's next session.
- Subsequent parental lateness will continue to incur fees.
- This policy should be read in conjunction with the "Uncollected child policy" and our child protection procedures will become effective.

**\*Note: The pre-school reserves the right to terminate a child's placement in the setting should the parent/carer be continually late to pick up their child.**