1.6.1 Late Collection of Child

Policy statement

In the event that a child is not collected by an authorised adult at the end of a session, the setting puts into practice agreed procedures documented in the Uncollected Child policy. However, from time to time some parents may just be a little late to collect their child. This policy puts in place the procedures to follow should this occur.

St. Christopher's Playgroup has a duty of care to the children and parents to ensure that collection of the children is made at the agreed time whilst in normal playgroup opening hours. Late collection causes additional costs for the playgroup and potential unnecessary distress for the child.

This policy should be read in conjunction with the Uncollected Child Policy

1. Procedures

We understand that on occasion, due to unforeseen circumstances, parents and carers may be unable to collect their children on time.

1.1 Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.

1.2 Should a parent/carer fail to collect their child in a timely manner by the end of the session without prior warning then a charge of £10 will be applied and then £1 per minute thereafter.

1.3 All parents/carers will be given a 5 minute grace period on late collection of their child. After this then charges above will be applied. However, if this becomes a regular occurrence (more than 2 occasions in any week) a late fee will be charged at the rate documented above.

1.4 If a child is not collected at the end of the session we also follow the procedures of our uncollected child policy.

1.5 We inform parents that we apply our child protection procedures as set out in our child protection policy in the event that their children are not collected from setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

1.6 Late fees will be applied in all circumstances except where it has been agreed to be waivered due to exceptional circumstances.

This policy was adopted at a meeting of	St Christopher's Playgroup	name of setting
Held on	September 2026	(date)
Date to be reviewed	September 2027	(date)
Signed on behalf of the management committee	*KJCookes*	
Name of signatory	Karen Cookes	
Role of signatory (e.g. chair/owner)	Playgroup Manager	