

Llandrillo yn Rhos Daycare

Late Collection Policy and Procedure

This policy is to protect all the children who have not been collected after the close of Daycare provision.

We will ensure the safety of all our children to meet the registration criteria with Care Incorporate Wales.

Llandrillo yn Rhos Daycare has a duty of care to the children and parents/carers to ensure that collection of your child is made at the agreed time or within normal opening hours.

We appreciate that occasionally there may be circumstances beyond a parent/carers control affecting the prompt collection of your child. (This should be discussed with the Daycare Manager).

We will work to the procedures set out below for any child that is not collected by the close of the provision:

- ❖ No child will be left unattended if their parent/carer has not arrived to collect them by the end of the day; two members of staff will supervise your child.
- ❖ Every effort will be made to contact the parent/carer or emergency contacts.
- ❖ Children will not be released into the care of any person without the written permission of a parent/carer. However, in an emergency, a telephone call from the parent/carer giving permission for another adult to collect your child will be accepted provided an accurate description of the adult is given and the adult can provide proof of their identity on collection of your child.
- ❖ If all attempts fail by the Daycare staff to contact the parent/carer or an emergency contact, the child will be kept at the provision's premises for up to 30 minutes after the close of the setting with two staff members until your child is collected. After this time the staff members will contact Social Services who will be responsible for deciding the next course of action.
- ❖ Where late pickups happen on more than one occasion, there will be a discussion with the parent/carer and the Daycare Manager to emphasise the importance of you or other authorised adult(s) of collecting your child on time.
- ❖ There will be a charge for each late collection of your child.

❖ **Late Fees**

Late arrival by up to 10 minutes - £10 per child

Every 5 minutes thereafter - £5 per child