

**Late Collection Policy**

If parents are going to be late collecting their child from nursery they should follow the following procedures. This includes:

• Calling the nursery as soon as possible to advise of their situation and to arrange an alternative

responsible adult to collect their child if possible.

• If a child is collected later than their session, there will be a fee to cover the costs that caring for a child outside their normal nursery hours may incur.

• The following fees will apply:

Up to and including the first 15 minutes £15.00

Each subsequent minute £1.00 in addition

This fee will be added onto the next months invoice

Please also see additional policy for UNCOLLECTED CHILD

This policy is reviewed annually