

Howe Dell Day Care

Late Collection/ Uncollected Child Policy

Policy adopted in August 2007, to be reviewed May 2026

Aim

Our aim is to ensure that children depart from the setting safely. We understand that due to unexpected circumstances parents/carers may arrive late occasionally to collect their child. Parents (The term 'parent' implies any person or body with parental responsibility such as foster parent or carer)

We must ask that parents respect our policy in respect of a late collection fee.

Procedure

- ✚ Day Care closes at 6pm.
- ✚ Morning sessions finish at 1pm.
- ✚ Funded session times may vary.
- ✚ Parents/Carers are requested to inform the setting if they are going to be late.

All reasonable attempts are made to contact the parents or nominated carers.

Where possible parents/carers should make alternative arrangements for their child to be collected, and the setting must be informed of these arrangements. We will agree with parents how to verify the identity of the person who is to collect their child. Password must be given to person who is collecting.

At least two members of staff will stay with the child until they are collected. One of whom will be our Manager or Deputy Manager until the child is safely collected either by the parent or by another person specified by Parents/Carer.

Under no circumstances will we go to look for the parent, nor leave the setting premises with the child.

We ensure that the child is not anxious, and we do not discuss our concerns in front of them.

A full written report of the incident is recorded in the child's file.

Under no circumstances will a child be taken home by a member of the Howe Dell Day Care team

Late Fee

Any parent/carer that arrives late, after 1pm will be charged as follows:

- ✚ 1.09pm = £10
- ✚ 1.10 – 1.19pm = £15
- ✚ 1.20 – 1.29pm = £20
- ✚ 1.30 - 1.39pm = £25
- ✚ Etc.

Any parent/carer that arrives late, after 6pm will be charged as follows:

- 🚦 6.01 – 6.09pm = £10
- 🚦 6.10 – 6.19pm = £15
- 🚦 6.20 – 6.29pm = £20
- 🚦 6.30 - 6.39pm = £25
- 🚦 Etc.

This also applies to late collections for 2yr, 3yr and 4-year-old early education funded session hours and additional hours.

All lateness will be recorded in the late parent books. Late parent books will be located in each Day Care room and parents will be asked to sign these if they arrive late.

Please note your place may be at risk if continued lateness occurs and if late fees are not paid.

Parents will be reminded of the policy and requested that they pay the fee within one week.

Uncollected Child

Every effort will be made to contact the parent and other named emergency contacts. If no contact is made by 6.45pm we will contact Safeguarding Children Board call centre on 0300 123 4043 to report the uncollected child. Advice will be taken and followed accordingly.

At least two members of staff will stay with the child until they are collected, one of whom will be our Manager or Deputy Manager until the child is safely collected either by the parents or by a social care worker, or by another person specified by social care.

Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority. In the event of the responsibility of the child being passed to a Child Protection agency, the Manager will attempt to contact the parent again and other named emergency contacts. Messages will be left via telephone and emails.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked.

Ofsted may be informed: 0300 123 1231