



St Ives Primary and Nursery School

Late Collection Policy for Nursery Children

1. Collection

- 1.1 Staff will assume that the usual parent/carer will be collecting the child unless informed otherwise by that carer. Parents are advised to inform nursery staff or the school office in advance in the event of another family member/friend collecting the child. If the person collecting the child has not been seen by staff before we will use the password system. Passwords are requested on your admission form when your child starts nursery. The nominated person must know the password otherwise we will be unable to release the child.

2. Late Collection

- 2.1 If a child is not collected, staff will stay with the child at all times. Failure to collect within fifteen minutes will result in the staff member informing the school office. School office staff will attempt to contact the parents. If this is not possible, contact will be attempted with the designated contact people on the school admission form in the order designated by the parents. If no contact is made with any contacts within 1 hour of the collection time, social services will be contacted.

3. Late Collection Fee

- 3.1 In order to comply with strict adult child ratios and ensure child safety, late collection will not be tolerated. There will be a charge for late collection in order to actively encourage prompt collection. A charge of £5 per every 15 minutes of late collection will be applied.