



Laugh and Learn Pre-School

Late and Uncollected Child Policy

General Welfare Requirements in accordance with the EYFS

The provider must take all necessary steps to keep children and adults safe and well.

Policy Statement

At Laugh and Learn Pre-School the welfare of our children is of prime concern and we endeavour to provide an environment that meets both the needs of the individual child and their parents as fully as possible. However, we only operate a sessional pre-school and the staff are only in attendance for the duration of each session. Any late or uncollected children will incur the Owner/Manager additional costs in paying at least two members of staff to remain in order to ensure the safeguarding of the child. We understand that on occasions emergencies do cause a delay in collection, and in such circumstances, we expect our parents to keep us informed via telephone of any potential delay and the nature of the emergency that is causing the delay. When a child is not collected on time at the end of a session the following procedure will be followed:

Procedures

- ❖ We expect children to be collected promptly at the end of each and every session.
- ❖ Parents of children who are collected up to 15 minutes later than expected will be advised that this contravenes our policy and they will be charged a £10 fee to ensure sufficient staff remain in attendance to safeguard their child. They will then be charged an additional £25 for each further hour (or part of) until such time as the child is collected.
- ❖ The parents will then be reminded of the correct collection times and of the need to keep us informed at all times of any potential delay and the reason for it. If late collection persists on a regular basis parents will be advised they risk losing their child's place.
- ❖ Children who are **not collected** within 30 minutes of the expected time will become the responsibility of the Social Services Department and the following further procedure will be followed. The Leader in charge of the daily session will
 - Endeavor to contact the parents/carers via the contact numbers provided by yourselves
 - Should no response be received the leader will call all of the additional emergency contact numbers provided by yourselves.
 - Should no response still be received from any of these emergency contact numbers the session leader will call the Social Services Duty Team and request collection of the child by them. If they are not available the local Police will be contacted.
 - At all times two members of staff will be present and they and the child will remain on the settings premises until Social Services have collected the child.

Monitoring and Review

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

This policy links in with the following EYFS key themes and commitments:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and Well-being	2.1 Respecting Each Other 2.2 Parents as Partners	3.4 The Wider Context	

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the Autumn Term of 2023

Signed: *Sharon Bennett*

Dated: March 2025.

This policy will be reviewed in the Autumn Term of 2026