

# Late Collection of Child (fees)

2021/2022

## Administration

### Policy Statement

Ladybirds Nursery is open Monday to Friday from 7am until 6pm. All children who attend either full time or for an afternoon session, must be collected from nursery by 6pm at the latest. (Unless accessing government 15 or 30 hours funding where the children need to be collected by either 2pm or 4pm) The children who attend a morning session must be collected by 1pm (unless arrangements are in place for an extension, or you access the government funding)

We now have sessions for children funded by the government for up to 30 hours per week. The session times are as follows:

#### 3 & 4-Year-Old Funding 15 Hours

8.30am until 11.30am for the morning session and  
1pm until 4pm for the afternoon session.

#### 3 & 4-Year-Old Funding 30 Hours

8am until 2pm for the 30 hours funding 5 days per week.

#### 2-Year-Old Funding 15 Hours

8.30am - 11.30am for the morning session and  
1pm - 4pm for the afternoon session

(These times can be altered whenever possible to allow your child to receive their 15 or 30 hours of free nursery education. Please ask Gill or Zoe for more information)

These times must be stuck to, and the children must not come before the session starts and must be collected when the session ends. Charges will apply if parents fail to adhere to the policy.

If a parent is going to be late collecting their child due to unfortunate circumstances, we would appreciate if you could let nursery know as soon as possible.

### Procedures

- ☐ Charges will be added to your fees for every 15 mins you are late. The following charges will apply £20.00 for every 15 mins until half an hour has elapsed, then £25.00 per half hour after that.

Policy Issued January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be Reviewed April 2020

Date Reviewed September 2021

Date to be Reviewed September 2022

Date Reviewed December 2021

Date to be Reviewed December 2022

Date Reviewed

The policy will be reviewed sooner than the review date should any new information be obtained.