

Dropping Off and Collection (Late Arrivals) Policy

If you intend to arrive at a different time from the contracted one, please let me know in advance. If you unexpectedly arrive early, I may not be ready to care for your child. If you are late, I may have to take children to school. Nursery and will not be able to wait for you. If you need to change your contracted hours, please discuss this with me.

Collection (Late Arrival)

It is important that you arrive at the contracted time to collect your child. Even very young children learn routine and know their parents are due. They can become distressed if you are late. I know sometimes delays are unavoidable, especially if you are relying on public transport. If you are delayed, for whatever reason, please contact me and let me know when you expect to arrive. I will normally be able to accommodate the additional care; however, if I am unable, I will contact other adults from the authorised list and arrange for them to collect your child. I will reassure your child that you are on the way and if necessary organise additional activities.

If a child is not collected within 30 minutes and I have not heard from the parents, I will try contacting them, I will then try the emergency contact numbers. During this time, I will continue to look after your child. After 1 hour from the original agreed pick up time, if I have not heard from you or the emergency contacts, I will tell the local authority duty social worker and follow their advice.

If a parent is regularly more than fifteen minutes late collecting their child, they will be charged for an extra hour. No charge will be made for occasional late collection. Late fees will be charged at my discretion.

Who can collect my child?

The question of who can collect your child from my home is recorded on your consent forms. Those who are not named will not be able to pick up your child.

If parents are divorced or separated, under the Children's Act 1989 parents do not lose their rights of contact with their children unless a Court Order has been issued, therefore it is crucial that I am informed of this. I do not have the right to prevent a divorced parent from collecting their child if a Court Order is not in place.

If I suspect or know that a parent is likely to be violent or unfit to take the child, I am within my rights to keep the child until the other parent arrives. This is justified under Section 3(5) of the Children's Act, which states that a person who has care of a child may do what is reasonable in all circumstances of the case for the purpose of safeguarding the child's welfare.