



Early Learning and Childcare Centre

UNCOLLECTED CHILD POLICY

- If a parent / carer is going to be late to collect their child / children, they are expected to ring Ferryfield to inform staff of the situation.
- In the event of a child not being collected after their usual collection time, the child will be kept at Ferryfield and phone calls will be made to the child's parents / carers and / or the relatives / friends listed on the registration form.
- A late collection fee for every part of an hour the parents are late, currently an hours fee of £2.30, will be added to the next.

If we have been unable to contact any of the above persons by half an hour after a child's expected collection time and staff are unable to contact someone to collect the child, Fife Council Social Services will be contacted and their advice will be followed.

- We reserve the right to make a late collection charge of £20 each part hour to cover additional staff costs, for persistent late collections.

Adopted by the Committee

Date

August 2016