**2.5 Policy and Procedure For Late Collection of Child**

Children are in the care of Shoreham Preschool until they are handed over to parents/carers at the end of the session.

Sessions end at 12pm and 3pm promptly.

The times and procedures for collection from preschool are set out in our admissions policy and in the parents’ handbook.

Our insurance only covers up to 3pm when the preschool closes and the staff are entitled to leave for the day.

It is the parents/carers responsibility to allow enough time for their journey to preschool and for parking in the surrounding streets to arrive ready for the gate to be opened for the collection of children at 12pm and 3pm. Parking is not permitted in the school car park.

In an emergency if the parent/carer is unable to collect their child on time, they MUST phone preschool on 01273 441026 and speak to a member of staff.

All late collections (10 minutes after session ends) will be recorded on the register and the parent/carer informed by a member of staff verbally that they are late and a copy of Shoreham Pre-School’s ‘Late Collection of Child’ policy will be handed to the parent/carer for information.

Two recorded late collections in one half term period will incur a £20 fine and may risk the child’s place at the preschool. See [Late Collection Invoice.](Invoicefor%20late%20collect%20May%202017.docx)

If the parent/carer does not come to pick up their child after 10 minutes and we have received no phone call, a member of staff will endeavour to contact the parent/carer to find out what has happened.

If we cannot contact the parent/carer attempts will be made to contact the child’s emergency contacts from the child’s Enrolment Form to arrange collection of the child. The child will be reassured by staff.

In the unlikely event that the staff are unable to make contact with anyone to collect the child, and no information has been received to explain the non-arrival of the parent/carer, TWO members of staff will wait with the child at pre-school for a maximum of one hour after the session ends. Parents will be billed for staff time,

After 1 hour, the Multi-Agency Safeguarding Hub M.A.S.H. (03302227799) will be contacted for advice. The child’s welfare and needs will be met at all times and to minimise distress, staff will distract, comfort and reassure the child during the process.