



## Time Keeping Policy

Chipstead Pre School is open from 9.15 – 2.45 Mondays, Thursdays and Fridays and 9.15 – 12.15 Tuesday and Wednesday mornings.

In this regard, we ask that parents / carers to ensure the children arrive at Pre- School in time for the start of the session and to pick their child up promptly at the end of the session. This is to ensure that the children are not caused any distress at joining a session or being left at the end of the session. If this does occur a member of staff will be allocated to care for that child, until the child is settled or until their parent arrives to pick them up.

If a parent is more than ten minutes late without the parent contacting the Preschool, the supervisor will attempt to contact them, if this cannot be achieved then the emergency contacts will be telephoned to arrange for the child to be picked up, if the child cannot be picked within half an hour from the end of their session time the uncollected child procedure will be followed.

In the event of a parent being over five minutes late there will be a late pick-up fee of £1.00 per minute; this will be documented on a late collection form, and this will be signed by the parent and supervisor. We are required to log the time children arrive late for a session and are also required to log down the time for a child who is picked up late. Any late pick-up fee will be invoiced half termly within the fees invoice.

This policy was adopted by	Chipstead Pre-School	<i>(name of provider)</i>
On	<u>Before 2016</u>	<i>(date)</i>
Date reviewed	<u>07-01-2018</u>	<i>(date)</i>
	<u>21-01-2022</u>	
	<u>8/5/2023 reviewed</u>	
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory	_____	



## Time Keeping Policy