

Late Collection Procedure

- Parents/carers of children collected late from nursery will be charged £1 for every minute.
- For parents/carers who continuously collect their child late the following procedure will take place:
 - Second late collection will result in a verbal warning.
 - Third late collection will result in first written warning.
 - Fourth late collection will result in a final written warning.
- If a parent/carer is late again after the final written warning nursery management will be obliged to make a MASH referral and also notify parents.