

Safeguarding and Welfare Requirement: Staff: Child ratios

Staffing arrangements must meet the needs of all children and ensure their safety



Lateness Policy

Policy statement

At Ladybirds Day Nursery it is essential that all children are collected promptly at their agreed collection time. Late collections cause disruption to staff schedules and may compromise staffing ratios and safety standards.

To maintain fairness and ensure smooth operation of the nursery, the following policy applies:

1. Collection Time

All children must be collected by their agreed pick-up time. This is clearly stated in your contract and must be strictly adhered to.

2. Late Pick-Up Fee before 6pm. After 6pm

A late collection fee on sessions before 6pm of £1 per minute will be charged for every minute after your agreed pick-up time. After 6pm it will be £20 per 15 minutes.

- For example, if your collection time is 3:30pm and you arrive at 3:40pm, a £10 charge will apply.
- The time recorded will be based on the nursery clock.

3. Payment of Fees

The late collection fee will be added to your next invoice or must be settled by the 15th of the month. Failure to pay late fees promptly may result in suspension of your child's place until the balance is cleared.

4. Persistent Lateness

Ongoing or repeated lateness will not be tolerated. If lateness continues, the nursery reserves the right to terminate your child's place with immediate effect.

5. Emergency Situations

We understand that emergencies can occur. However, this must be the exception, not a regular occurrence. Parents must contact the nursery immediately if they expect to be delayed.

This policy is in place to protect staff, maintain quality of care, and ensure fairness to all families. We expect full cooperation from parents and carers in adhering to these procedures.

This policy was adopted by	Ladybirds Day Nursery
On	10/10/26
Date to be reviewed	10/10/27
Signed on behalf of the provider	
Name of signatory	Janine Lissack
Role of signatory	Owner