Late Fee Policy and Procedure

Policy

Ladybird Childcare services, is a non-profit organisation, we staff for the number of children scheduled to be in, to allow for safety and value for money.
If children are late being picked up from their session there may be a knock-on effect, on the running of the nursery.
We may not be able to take other children in for their session if we are over our strict child/adult ratios, or we may need to remain open and have staff work over their designated shift.
We have therefore made the difficult decision to charge parents who collect their children late.

Procedure

- On first occasion – parent will be reminded of their pick up time and made aware of this policy
- Second occasion – parent will be asked to sign late book, this will state.
    - Child's name
    - Date
    - Time due to be collected
    - Actual time collected (use iPad for accurate time)
    - Instance late
    - Parents signature
- Parent will be informed they will be charged on next occurrence of lateness and given a copy of the completed docket.
- Third period – parent will complete late book and will be charged; this charge must be paid by end of calendar month or will be classed as arrears.
- Fourth period and continuing – parent will be charged for a full session, e.g., if late for a morning pick up – charged for a full afternoon. If late at end of the day will be charged for the child's full session day session.

Charges

Within 5 minutes – senior staff discretion
Within first 5 minutes - £5
Every minute after that £5