

## **Punctuality Policy**

Trull Saplings Preschool is committed to ensuring the well being of the children in our care. Being collected on time promotes a comfortable close of day with children being collected with their peers. This reinforces the sense of security the children hold as they know when they begin and when they end their session at Preschool.

### **Aim**

To discourage persistent late collection of children.

### **Methods**

- Before a child starts Preschool, parents are informed of the hours of the Preschool.
- Parents are asked to telephone if they are unable to collect a child from Preschool.
- No contact from the parent will result in contacts being telephoned by the Preschool.
- If these contacts are fruitless then Preschool will assume the child has been abandoned and may contact social care.
- Lateness will result in a fine.
- Parents will be informed of the fine structure at enrolment.

### **Policy**

Parents should always telephone Preschool if running late on 07577 777 323. This gives us a chance to prepare their child for the fact that the other parents and children have left and they have not.

If we do not receive a telephone call our next step will be to call the parent and then parental contacts.

If children are still not collected we *may* have to treat them as abandoned and our next recourse will be to contact Somerset Direct 0300 123 2224.

The following late collection fines will also be imposed:

After the first 15 minutes; £5 for the first 5 minutes and £2 for every minute thereafter. Fines will be added to half termly invoices and if unpaid could result in the Preschool place for the child being withdrawn.

Lateness is perceived to be from 1.15pm on Monday, Tuesday, Wednesday, Thursday and Friday if attending a morning session and from 3.15pm on Monday, Tuesday, Thursday & Friday if attending an all day session.

### **Linked Policies**

Our punctuality policy links directly with the following other policies within our setting:

- Confidentiality policy
- Emergency policies – emergency closure, fire safety, intruder
- Fees policy
- Non collection policy
- Non payment of fees policy
- Punctuality policy

**This policy was agreed by the Trull Saplings Preschool Committee in September 2023 and will be reviewed in September 2024**

**Rhys Davies**

**Chair**

**For and on behalf of Trull Saplings Preschool**

