

**Our Lady's Preparatory School, Nursery,**  
**Day Nursery and Holiday Club**  
**Late Collection Policy**

The opening hours are between 8.00 am and 6.00pm Monday to Friday. It is expected for children to be collected promptly. Parents/Guardians who know they are going to be late (due to unforeseen circumstances) must telephone to inform staff of their expected time of arrival. After 6.00pm two members of staff will remain at the Our Lady's with any children.

Parents/Guardians who are late should be aware that they will be charged a fee of £20 per 15 minutes per child. This fee is payable in cash and goes into nursery funds to buy equipment for the children. In the unlikely event that we have no contact with a parent/guardian by 7.00pm we would have no option but to contact Social Services whose advice we would follow.

Created: August 2009

Date to be reviewed: August 2010