



Registered Charity no 1137620



## **Late Collection Fee**

### Statement of Intent

It is our policy to issue parents / carers with a late collection fee if a child is not collected after 15 minutes from collection time – 12.15pm, 12.45 pm if attending lunch club or 3.15 if an afternoon session.

The preschool have the right to refuse lunch clubs to persistent late collectors.

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This policy was adopted at a meeting of Blackmore Community Preschool

Held on 9<sup>th</sup> July 2012

Signed on behalf of the management committee

Role of signatory – Committee Chair