



**Maidenbower  
Pre-School  
Playgroup**

## **Non-Collection Of Children Policy**

If in the case of an emergency you feel that you will be late to collect your child from their session it is imperative you contact the playgroup to advise them of the situation. However, this will still count as a late collection within that term. Parents who are late to collect their child on three occasions in any one term will incur a £20 penalty.

If a child has not been collected by 15 minutes after collection time, the playgroup staff will attempt to contact the parents by telephone or try to trace the emergency contact given at the time of placement. However, a £20 late arrival fee will be charged.

If there is no one available, the parents cannot be traced and the child has still not been collected by 30 minutes after collection time, it is the playgroup policy to contact MASH (Multi Agency Safeguarding Hub) 07595236779