



LATENESS POLICY 2022

This lateness policy must be read in conjunction with:

- *Uncollected Child policy*
- *Dropping Off and Collecting Children policy.*

- **Drop-off time is 9.15am.**
 - Exception: 9.45am on the first day back after each half term.
- **Collection time is 1.10pm**
 - Exception: 11.15am during the child's initial settling in period
- **Collection time for children attending for extended hours is 3pm.**
- If you know in advance that you are going to be late, or if you are delayed:
 - Tell a staff member; or
 - Call playgroup on 0207 354 3117; or
 - Email info@christchurchplaygrouphighbury.com
- **It is important that children are not repeatedly late as this can be distressing to the child, and it also causes disruption to both staff and the other children. Parents and carers should not assume that there is no problem in arriving late.**

- 1) **Safety and care.** The Playgroup needs to contain arrivals and departures to limited pre-defined times to ensure the safety and care of all the children, and to allow staff to carry out their responsibilities during their working hours. Christ Church Playgroup is also a place of work, subject to strict safeguarding legislation, especially with respect to the care of children.
- 2) **Prior notice of lateness.** Sometimes lateness is unavoidable because of one-off needs such as doctors' appointments, sibling school meetings or assemblies, illness etc., and in these exceptional circumstances the Playgroup is flexible and supportive, as long as we have been advised in advance of any change to the normal routine.
- 3) **Unexpected delays.** We understand that occasionally parents and carers may be unavoidably held up when they should be dropping off or collecting their child(ren). If parents/carers have a genuine reason for being late, then they must ensure that they contact Playgroup as soon as possible, so that we can reassure their child.
- 4) **Lateness at drop-off or collection.**
 - a) If a parent/carer arrives late for drop-off or collection, the late arrival or collection will be recorded when they sign their child in or out.
 - b) If a child's parent/carer is 10 minutes late for either drop-off or collection on three or more occasions per half term, they will be subsequently charged a fee of £10, with an additional £10 for every 10 minutes thereafter to cover staff overtime costs.

5) Lateness preventing attendance.

a) If a parent/carer arrives late for drop-off after playgroup has settled for the morning, without prior notice or a valid reason, the playgroup manager reserves the right to refuse to allow the child to attend that day's playgroup session.

b) We are not able to admit children who frequently arrive late or to allow frequent late collections which occur because parents cannot arrive on time as part of a regular daily schedule.

6) **Uncollected children.** Staff cannot leave a child unattended at the end of a session, but staff members may have other commitments directly after playgroup has finished, and so they are generally not available to give extended non-contracted care for children left at the playgroup, after the session has finished. Please see the Uncollected Child Policy for further details.

7) Christ Church Playgroup is part of the local community and values its close relationships with the families and friends of all children who attend or have attended playgroup. Our lateness policy is designed to keep your child safe, secure and happy at playgroup.

Policy adopted: September 2019

Reviewed: April 2022

Date of next review: April 2023

Manager: Elsa Smirthwaite

Chair: Janet Gilbert