

LATE PICK UP POLICY

Calthwaite Nursery, trading as First Class Kids, publishes the following Late Pick Up Policy.

Calthwaite Nursery is registered by Ofsted to be responsible for children between 8am and 6pm only.

Session times are as follows:

Breakfast Club	08.00 – 09.00
Nursery AM	09.00 – 11.30
Lunch	11.30 – 12.30
Nursery PM	12.30 – 15.00
After-school Club	15.15 – 18.00
Holiday Club AM	08.00 – 13.00
PM	13.00 – 18.00

Parents/Guardians are expected to collect their children on time. Late pick ups from a Nursery session affects the smooth transition from one session to the next and is very disruptive to both children and staff.

For After-school and Holiday Clubs we are registered by OFSTED to be responsible for your child until 6pm only. At this time we expect all children to have left the premises. This gives the staff time to clear away and plan for the next day.

If a parent/guardian is more than 5 minutes late to collect their child there will be a late pick up charge of £10 for the first half hour and another £10 for subsequent half hours.

This payment will be added to your monthly invoice as an “extra”.

This fee will be waived in exceptional circumstances and emergencies. If the parent/guardian knows he/she will be unavoidably delayed – Calthwaite Nursery must be contacted immediately.