

# **Beechwood Childcare Limited**

## **Fees and Lateness Policy and Procedure**

1. Payment for booked sessions are payable in advance, prior to children attending the setting.
2. Proof of payment may be required.
3. If parents arrive after the session has finished, they will be required to pay a late fee, which is £10.00 per 15 minutes or part there of.  
ie: if parents are 5 minutes late, they would be charged £10.00 up until 15mins, then once over this time, will be charged £20.00 etc.
4. Repeated lateness could result in a child's place being withdrawn.

### Procedure

If a child is not collected on time repeatedly, or for an extended period of time, the child could be referred to Social Services (MASH), along with the parents receiving a fine.

- a. First late offence – parents warned that a late fee will be issued on the next instance
- b. Second late offence – parents issued with late fee, and warned of repeated lateness potentially resulting in withdrawal of place, depending on circumstances.
- c. If after careful consideration and there are no extenuating circumstances the child's place will be withdrawn.
- d. If a child is not collected after an hour of their session ending, without notice, Social Services will be contacted.