****

**Late Collection Fees**

**Each 15 minute increment will be charged at £5.00 per minutes**

**For example:**

**5 to 15 minutes late - £5.00**

**16 to 30 minutes late - £10.00**

**Drop off and collection times are recorded by nursery staff on the register. Any child collected more than 5 minutes late after their session ends will be invoiced accordingly.**

**This charge may be levied if that parent/carer forewarns the nursery that they will be late collecting their child.**

**Please refer to the policy file for further details.**