



Walton Lane Nursery School & Children's Centre  
Walton Lane  
Nelson BB9 8BP

Email: [head@waltonlane.lancs.sch.uk](mailto:head@waltonlane.lancs.sch.uk)  
Tel: 01282 613437  
Fax: 01282 699862

Also at: Marsden Community Centre  
Marsden Hall Road North  
Nelson. Tel: 01282 440961

Also at: Williams Hall All Age Centre  
Barkerhouse Road  
Nelson. Tel: 01282 440960

## Changes to late collection fee

03/12/13

Dear Parent/Carer,

One of our Centre aims is to provide childcare services which run smoothly and flexibly. We also understand when late collections or early starts for children are unavoidable. However, and unfortunately there have been certain individuals who have taken advantage of our current system and as a result we find it necessary to make changes to our policy.

We operate according to strict staff/child ratios as stipulated by Ofsted. Therefore it is very important that **only** children booked into their session/hours attend and that other children are not dropped off early or collected late without prior arrangement. We do understand that from time to time incidents occur which may mean that you are late to collect your child, however, this should not be on a regular basis.

With this in mind we are introducing a 'Late/Early' Policy. This 'Late/Early' Policy is a system widely used by other local child care providers and operates in the following way.

If you are late collecting your child more than twice then you will incur our late fees on all subsequent late collections. These are set at £10.00 for every 15 minutes that you are late, with the exception of collections after 6pm which will be charged at £5.00 for every five minutes or part thereof. This is to cover the cost of staff having to remain at work after their finish time.

We cannot accommodate any child prior to our 7.30am opening time and any children arriving before this will not be allowed into any of the childcare rooms. Additionally, should any children be brought in before their normal start times they will not be allowed into the childcare rooms until their normal time unless this has been pre-booked with the Access team. Where an early start has been agreed the bill payer will be charged for the extra care at the normal hourly/session rate.

With this in mind we are asking you to consider whether you need to alter your current hours to avoid paying excessive late/early fees or encounter difficulties with early drop offs.



2003 school achievement award  
Department for Education and Skills



2011 Leadership Development Award  
National College for School Leadership

Lancashire County Council



Sure Start Children's Centres

fair share



Supported by department for children, schools and families



Walton Lane Nursery School & Children's Centre  
Walton Lane  
Nelson BB9 8BP

Email: [head@waltonlane.lancs.sch.uk](mailto:head@waltonlane.lancs.sch.uk)  
Tel: 01282 613437  
Fax: 01282 699862

Also at: Marsden Community Centre  
Marsden Hall Road North  
Nelson. Tel: 01282 440961

Also at: Williams Hall All Age Centre  
Barkerhouse Road  
Nelson. Tel: 01282 440960

---

To change your child's hours we require one weeks notice which should be dealt with by the Access Team. The changes will be implemented as of the 1<sup>st</sup> of January 2014. Should you require any further information please do not hesitate to contact me.

Yours sincerely,

Paul Francmanis  
Business and Finance Manager



2003 school achievement award  
Department for Education



National College  
for School Leadership



Sure Start  
Children's Centres



Supported by  
department for  
children, schools and families