

## **TOOTS LATENESS POLICY**

Toots lateness policy applies in cases where children are collected after 6pm.

This can be distressing for some children however we are aware that unavoidable situations occasionally occur. Provided you usually collect your child on time we tend to make allowances for the rare occasions you are late however all lateness will be recorded and you will be asked to sign. Where possible, please inform us if you are running late and include the reason and expected time of arrival.

The extra fees payable are as follows, and will be added to your invoice:

£1:00 per minute every minute up to 6.15pm.

£5:00 for each successive 15 minute period from 6.16pm onwards.

If any child is late on a regular basis an appointment will be made to discuss the situation with management.

Please note that you can occasionally book an extended session at a cost of £5 provided you give at least 3 days notice. You must collect your child by 6.30pm or late charges will apply.

**Updated: March 15**