



Late Collection Policy

It is extremely important that children are collected on time from our After School Club

After School Club finishes promptly at 5.45pm. Parents/ carers agree to make appropriate arrangements for their child to be collected by the stated finish time. Please be aware that late collection after this time (regardless of how many minutes late) will be charged at £20.00 for the first 15 minutes and £5 per 5 minutes thereafter. We recognise that you may consider this charge excessive however if children are not collected on time, we incur costs such as staff overtime. As a not-for-profit organisation, we will always try to minimise our outgoings where we can. We also expect that our staff can leave at their contracted finish times.

Parents/ carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. If they are not named on the registration form, staff will contact the parent to confirm whether we can release their child. We may use a password system if the person collecting is not known to us. It is parents/ carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.

Please Note: Children will only be dismissed to the responsible adults named on the registration form. Any confusion which leads to the child remaining in the Club's supervision will result in the late fee being charged if they are not collected by 5.45pm.

Any late collection fees will be added to the monthly invoice for payment. In the event of persistent late collection, the Club Manager will contact parents/carers to discuss possible exclusion. Parents/ carers must contact the Club if they are aware that they will be late to collect their child.

If a child has not been collected by 5.45pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable, after

approximately one hour, the police and Social Services will be informed in line with our uncollected child policy.

This policy was adopted on 30th September 2022

Signed by Clubs Manager:

Signed by Chair of Trustees: