Late collection Policy

**The After School Club closes at 6pm, therefore all children must be collected by 6pm at the latest.**

**It is understood that, on occasion, a parent may be unexpectedly delayed in reaching the setting. In this situation the parent is expected to make every effort to inform the club and to make alternative arrangements for their child to be collected.**

If a child has not been collected by the end of the session at 6pm the following steps will be taken:

* Staff will endeavour to contact parents by telephone to discover their whereabouts and ask if an alternative person can collect.
* In the event that parents cannot be contacted, staff will contact emergency contacts to collect the child instead.
* If a child is picked up late a charge of £5 per child will be added to the parent’s next invoice for the first 15 minutes beyond the collection time.
* Following this a further charge of £10 per child, per 15 minutes will be added to the parent’s next invoice. (This is to cover staffing costs, as in the event of late collection 2 members of staff must stay for safeguarding purposes.)
* If the child remains uncollected and there has been no contact from parents, social care will be contacted after approximately 60 minutes at the discretion of the Manager.
* If a child is collected late 3 times in a term, this could result in the child’s place being revoked.

**Adopted by the Governing Body February 2019**