



LATE COLLECTION POLICY

- All children must be collected by close of the camp or club - 5.30 or 6.00pm
- If a parent arrives late to collect a child a late collection fee of £5.00 per 15 minutes or part of 15 minutes may be charged.
- If a parent consistently collects their child late, the After School Club or Camp reserves the right to withdraw the child's place

In the event of a parent/guardian failing to collect a child 15 minutes after close of the club

1. The Play Leader will wait on the premises with the child or will delegate another member of staff to wait on the premises until 6.30pm or until the school closes.
2. During this time emergency contact numbers will be called to ascertain if the parent is on their way to collect the child
3. If no contact is made with the parent/guardian or emergency contact numbers by 6.45pm, or by the time the school/premises closes, then the Police will be called on the non-emergency line 101.