



## **AFTER SCHOOL CLUB LATE COLLECTION POLICY**

### **Policy aim:**

- To ensure all children are collected on time by 5:30. The reasons for this are important:
  - Children who are left behind often feel anxious and distressed if they are unsure of where their parents are.
  - There is a financial impact on the school if children are left behind after 5:30. We require 2 members of staff to supervise any children that are uncollected and this incurs an additional staffing cost.
  - Staff members have other commitments outside of school and we must ensure they are able to finish work at 5:30.
- To ensure parents and carers understand that all children collected later than their booked session will be charged accordingly.

### **Procedure for late collection from After School Club**

#### ***After School Club sessions finish at 4:30 or 5:30***

- If parents are unavoidably delayed they should ring the After School Club staff on 01524271334 as soon as they realise they will be late
- Children not collected by the end of their earlier booked session (4:30) will be charged for the later session fee
- Late collections after 5:30 will be charged at £5 per child for each 5 minute period
- Late collection charges will be added on Arbor. Invoices for all items can be viewed on the child's account
- After 3 late collections (after 5:30), your child's place at After School Club may be withdrawn
- Late collections fees will be reviewed annually