

Glade Primary: After School Club

Procedure for late collection of children

4:45 pm late collection:

1. If a parent/carer is late collecting their child staff will continue to care for the child.
2. If the child is collected after 4:50 pm, parents will be charged the additional rate for a 6:00 pm place.

6:00 pm late collection:

1. If a parent/carer is late collecting their child staff will continue to care for the child.
2. A phone call is made to the parent/carer **immediately**.
3. At 6:15 pm if we have not heard from the parent/carer the Club supervisor will contact the Head Teacher or Deputy Head Teacher who will contact Social Services.
4. If children are collected after 6:00 pm, parents will be charged an additional fee to cover staffing costs.
5. The additional fee charged for late collection is £5.00 per 15 minutes or part thereof.

It is the responsibility of Parent/Carers to inform the School/After School Club of any amendments to their contact details.