



THE WILLOW CLUB

LATE COLLECTION POLICY

Parents and Carers must read, agree and sign to the After School Club Terms and Conditions. The After School Club late collection policy is part of these terms and conditions. Your child's club placement is not confirmed until the school receives acknowledgement and signed agreement of the terms and conditions requested at the bottom of the club registration form. It is extremely important that children are collected on time from our After School Club as late collections can cause major issues for both children and staff. After School Club finishes promptly at 5.00pm, 4.00pm on Friday.

Please be aware that late collection after this time will be charged at £1 per minute.

The first session of After School Club runs from 3.10pm to 4.00pm. A second session will be charged for children collected late who have only been booked on the first session.

Please see the Handbook regarding individuals as well as Parents/Carers who are requested by them for a responsible person to collect children understand the importance of collecting the child on time. Please Note: Children can only be collected by the responsible adults named on the registration form, or by a nominated adult of whom the school has been notified and in receipt of the password.

Emergency Contact: The emergency contact number for the Club is the normal school number **01980 610401**. The After School Club will answer calls out of normal school hours.

Any confusion which leads to the child remaining in the schools supervision will result in the late fee being charged.

- On the first occasion that a child is collected late; parents/carers will be reminded of the Club policy and asked to sign a late collection agreement and will be notified of the amount due for late collection. The After School Club Manager will automatically contact parents/carers to confirm how much is owed for late collection.
- On the second occasion that a child is collected late parents/carers will be reminded of the Club policy and asked to sign a late collection agreement and will be notified of the amount due for late collection.
- On the third occasion that a child is collected late, parents/carers will be asked to sign a late collection agreement and notified that the child will be unable to attend future sessions of Breakfast or After School Club.
- In the event of an emergency resulting in the late collection of your child(ren) Parents/Carers must contact the Club team on the normal school number 01980 610401 as soon as possible. If the phone is not answered then please leave a message.

