

St John's CE JMI School



St John's C of E JMI After School Club

Late Collection Policy - January 2016

Aim

Our aim is to ensure that children leave the setting safely. We understand that due to unexpected circumstances parents/carers very occasionally will arrive late to collect their child. We must ask that parents/carers respect its policy and our late collection fee.

Procedure

The A.S.K. closes at 6 p.m.

Parents/carers are requested to inform the setting in good time if they are going to be late on A.S.K. mobile number - 07553 144556.

At least two members of staff will stay with the child until they are collected.

Parents/carers should make alternative arrangements for their child to be collected and the setting must be informed of these arrangements.

Any parent/carer that arrives late, after 6p.m will be charged £10 per child then £5 for every 10 min they are late .They will be reminded of the policy and requested to pay the fee within one week.

This will be recorded in the late parent book.

Every effort will be made to contact the parents and other named emergency contacts. If no contact is made within **15 min** we will contact Children's Schools and Families call centre on 01438737500 to report the uncollected child. Advice will be taken and followed accordingly. In the event of the responsibility for the child being passed to a child protection agency, the manger will attempt to contact the parents again. Furthermore a note will be left on the school gate informing the parent/carer of what has happened. The note will reassure them of their child's safety and will instruct them to contact their local CSF team.

Under no circumstances will a child be taken home by a member of staff, or away from the club's premises.

Late/Uncollected child from school

If a child is not collected from school due to parent/carer running late they will be informed and their child will be taken to the A.S.K. and charged the full amount if there is space in the club.

If parent/carer fails to collect their child from school without warning us in advance, and if there is space at A.S.K., the child will be taken to join the club. Every effort will be made to contact the parent/carer. If the parent/carer has not been contacted by 6 p.m. the A.S.K. manager will contact CSF to report the uncollected child.