



LATE COLECTION POLICY/PENALTY AGREEMENT FORM

At the end of a session (home-time or after school club), if your child has not been collected after 30 mins *without prior approval* from the school this will go into **after school care**. After school care is a paid provision by the parents for child minding their child/ren after official school sessions have ended. The provision is only available up to 4pm and thereafter, if a child has not been collected and we have not had any communication from the parent, an emergency contact will be notified and will be asked to collect the child/ren.

There will be a further higher charge for the period our member of staff is expected to stay behind after 4pm. In the event we are unable to have the child collected by the guardian and are unable to get through to emergency contact, we may be obliged to notify Child Services who will then make arrangements for the child. We will do our utmost to keep the child in a safe environment where he/she feel secure and always act in the best interest of the child.

For every 15mins **before 4pm** there is a charge of £5.

For every 15mins **after 4pm** there is a charge of £9

The school has granted a 30 min gap for late collection but it is the responsibility of the guardian to ensure the child is picked up on time or alternative arrangements are made.

All guardians are required to acknowledge and sign the above policy. The charges will be reviewed annually.

ACKNOWLEDGEMENT SLIP FOR LATE COLLECTION PENALTY POLICY

Child's Full Name: _____ Class: _____

Yes, I acknowledge that I have read the late collection penalty policy and confirm I will adhere to it.

Parent / Guardian: _____

Relation to the child: _____

Date: _____

NB: Late penalty charge MUST be paid on collection.