



Chew Stoke Out of School Club

Collection of Children Policy

- All children must be signed out of club by the parent/carer collecting them.
- Staff will require the password before signing a child out of club if the parent/carer is not known to them or they do not normally collect that child.
- If a parent/carer is unavoidably delayed they must contact the club by telephone immediately.
- If the records show that a parent/carer has a pattern of being delayed, then a £5.00 penalty will be charged for each ten minutes after the end of the booked session for each child.
- If a child is only booked into after-school club until 4:30pm but is collected late, a charge will be levied for the balance of the full session.
- If a child is collected late from holiday club, the above charges will apply from the end of the booked session.
- If a child/children has not been collected within 10 minutes of the end of the booked session, parents/carers will be called on the numbers provided in the contact details form.
- Failure to contact the parent/carer of the child/children will result in the emergency contact named on the contact details being called and asked to collect the child/children.
- In the event of neither parties being able to be contacted within 30 minutes of the end of the booked session the local authority duty social worker will be contacted.