



Late Collection of Child Procedure

There is a late payment fee of £10.00 for collecting your child/children after 6.00pm. If you arrive later than 6.10pm, you will then be charged £5.00 per 5 mins you are late. The late payment fee **MUST** be paid on collection of your child/children or before your child/children return to After School Club. Failure to make this payment will mean that your child is unable to attend our Out of school service until payment has been made in full. Below is a breakdown of our late collection of child procedure, please read carefully;

- 1) If a child has not been collected by 6.05pm, then the Out of school service must ring the parents. Keep trying to call the parents and if you get no response then also ring the emergency contact given. Two members of staff must stay on site with the child at all times.
- 2) If the Out of school service team leader has still not made contact with parents or the emergency contact by 6.30pm, then senior manager, Kemi Folarin, must be informed.
- 3) It is very important that the child/children are not made to feel anxious at not being collected on time. So the staff members waiting with the child/children must offer drinks and snacks as well as some play resources.
- 4) Finally if no contact has been made with either parent or emergency contact by 6.45pm, then YPM will have no alternative but to contact social services and Safeguarding procedures will be put in place.