

PROCEDURES FOR NON-COLLECTION /LATE COLLECTION OF CHILDREN

An uncollected child remains within the care of the Centre Manager or a designated member of staff until the child is either by the parent/carer (or named consent on the application form.

1. The Centre Manager and one Playworker will remain on site.
2. Every effort will be made to contact the parent/carer or named authorised adult.
3. If a child remains after 1 hour, police and social services may be informed. The child/ren could then be taken to the local police station. If the distance from the club to the station is too far to walk, a mini cab may be authorised and a receipt submitted to the parent/carer
4. If you arrive late to collect your child, a late collection charge will be incurred. The charge for a late collection is £. **5 per child every 15 minutes (or part thereof)** after the contracted time has ended. This will be payable by your next monthly payment. Failure to pay will result in your child losing their place and your deposit.

PROCEDURES FOR NON-COLLECTION OR LATE COLLECTION OF CHILDREN

Parents/Carer

Please Keep the attached procedures for your information and complete the slip below and return it to the Manager or Administrator of the After School Club or Holiday Play scheme that your child/ren attends.

I have read and full understood the Aspire Child Care Project's' procedures for non - collection or late collection of children.

I agree to collect my child/ren from the After School Club or Holiday Play scheme on time and understand that late collection of children will incur a late collection fee and could result in withdrawal of their place.

Name of Parent/Carer (Please Print)

.....

Signed

.....

Date

.....

Name of Centre Manager/Administrator (Please Print)

.....

Signed

.....

Date

.....