Low Port Out Of School Club
S.C.I.O

LOW PORT OUT OF SCHOOL CLUB SCIO

LATE COLLECTION POLICY

Low Port Out of School Club SCIO (the Club) operates in Low Port Primary School until 6pm.

In the event that a parent/guardian is unable to collect their child/ren by this time the following procedures are put in place:

- Staff will ask parent to arrange an alternate local person to collect child/ren who is known to the child and over the age of 16;
- If staff have to leave the building at 6pm due to building closure they will take the child/ren to an appropriate meeting point (e.g. Tesco) and stay with them until collection by parent or alternative contact. This will be communicated directly to the parent/carer.

Parents who fail to collect their child/ren by 6pm on a regular basis will be charged a fee and expected to put measures in place to ensure the situation does not occur in the future.

The Club Manager and trustee group reserve the right to provide one month's notice to withdraw the child/ren's place from the Club should the late collections continue.

Staff are unable to transport children in their personal cars due to insurance issues.

We appreciate your cooperation in this matter.

Policy History

Revision Date	Author	Description
28 July 2020	Adrian Williamson	Reformatted for website
03 September 2020	Chris Ronalson	Updated
02 December 2021	Emma Donaldson	Updated
3 March 2022	Chloe Wells	Reviewed