



Late Collection and non-collection of children policy and procedure
Extra Club of Waterloo Primary School

Extra club is a registered child care facility which aims to meet the needs of both the parent and child. However, the care policies, procedures and operations are always determined by the Children's Act and maintained through the fulfilment of the child care standards. It is Extra Clubs aim to ensure that the children's welfare remains paramount and collection procedures are clearly defined in the Admissions policy. However it is important to have both policy and procedures to be followed when this breaks down.

CHILDREN MUST BE COLLECTED BY 6:00PM EACH EVENING

LATE COLLECTION- Extra Club will automatically be concerned if a child has not been collected by the time of closure unless information has already been provided for this occurrence. If the person responsible for collecting the child(ren) is unavoidably detained they are required to contact the setting as soon as possible to make alternative arrangements.

Kids Club closes at 6:00 pm, if your child is collected after this time, the register will be marked appropriately and the collector will be requested to sign the register and the following charges will apply;

6:00pm-6:05pm = £5.00

6:05pm-6:10pm = £10.00

6:10pm-6:15pm = £15.00

If a child still remains uncollected after this time £1:00 per minute will be added.

NON COLLECTION- If a child has not been collected by the time of closure Extra Club will endeavour to contact the expected person, parent or otherwise, to establish the reason for late collection. If they cannot be contacted then Extra Club will approach the people noted as the 'emergency contacts'. If collection cannot be organized with the emergency contact prior to 6:45pm or the emergency contact is unavailable, cannot be contacted or otherwise then Kids Club reserves the right to call directly and arrange for the care of the



child to be transferred. Any child that is not collected by 6:45pm will be considered an 'abandoned' child and will be taken into care and the parent/carer notified.

Kids Club will not be held responsible for any decisions or actions taken by the duty social workers after 6:45pm.