



COLLECTION POLICY

Children should be collected at the time agreed and only by the people specified on the child's registration form. If the child is to be collected by someone else, the SCOOSC manager must be informed. If the person collecting the child has to change plans at the last minute, the manager must be informed by phone and a password system will be implemented to ensure the child is collected safely.

If the person collecting the child runs late they must inform SCOOSC by phone. No charge will be made for very occasional delays of a few minutes. If delays become more regular or are more than 15 minutes, then parents will be charged for that period of time. If children are regularly collected late without explanation or additional payment then they may lose their place at the club. If nothing is heard from the person collecting the child 15 minutes after they should have arrived, then staff will begin phoning the child's contacts. The club shuts at 6pm and staff are not paid after that time and may not be able to stay in the school building. If children are not collected by that time parents will be charged £10 per quarter of an hour or part thereof they are late to cover the cost of 2 staff remaining with their child/ren. If, after 7pm, staff cannot make contact with any of the people listed for your child, staff will contact social services.

If a person arrives to collect the child who is not specified by the child's main carers, SCOOSC will contact the child's main carer. The person will be asked to wait outside. They will be strongly discouraged from taking the child until permission is given. If the child is taken without permission, the manager will contact the police and the main carer immediately.

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