



## POLICY FOR COLLECTING CHILDREN

Conker Club sessions end at 6.00pm. It is important that you collect your child promptly at the end of each session, as our Insurance only covers us until that time.

Children should be collected by a parent or authorized adult as detailed on the admission form. If someone other than the usual parent or authorized adult is going to collect your child, parents must inform Conker Club staff either in writing or by telephone to Lorraine on 07545 840 464 or Bev on 07751 870385 during the session.

If a parent or authorized adult is unavoidably detained, they should telephone Conker Club on either of the above numbers.

The following procedure will apply if children are not collected on time:

Conker Club staff will talk with the parent concerned.

Conker Club staff will then monitor any further late collections.

Persistent lateness will result in:

Parent will be fined £10.00 for each time their child is collected later than 6.05pm, a further £5.00 will be added for every 5 minutes thereafter, i.e. 6.15 will be £20.00.

In the event of continued persistent lateness, Conker club reserves the right to withdraw the child's place for one week, following a letter being sent home to the parent.