

## **ABBOTS HALL OUT OF SCHOOL CLUB**

### **DROPPING OFF AND COLLECTION/ NON COLLECTION**

The safety of the children within the club is paramount. In order that no child is put at possible risk we ask all parents to follow these guidelines:

- Parents and Carers will bring the children to the staff in the club to be registered as present. Children cannot be dropped off at Breakfast club before **7.15am** and Holiday club before **7.30am**.
- Children will only be released in to the care of a designated person. When parents would like another adult to collect their child they need to provide us with written consent or contact staff on the club mobile prior to the clubs end time.
- Children must be collected by **6.00pm**, from both Afterschool and Holiday club from the windmill room. In the possible delay in collection the parents must contact the club staff as soon as possible. If alternative arrangements need to be made for someone else to collect the child, then parents must give full details to staff. It is useful for staff to have a password in place which can be used by other adults when collecting on a parents behalf.
- If children are collected after **6.00pm** an additional fee will be charged this is set at **£15.00** per 15 Minutes.
- If children are not collected by **6.30pm** and no contact can be made with parents or emergency contact, the staff will contact the Duty Officer at Social Services for advice.

CLUB MOBILE: 07913682413

Customer First: 0808 800 4005

Emergency – out of hours: 01473 299669

UPDATED: May 2019