

## **Funstorm (After School Club): Late Collection Policy**

September 2018

Dear parents and carers,

This policy is to inform you of the charges that will be applied if you are late collecting your child from Funstorm. **Funstorm/After School Club (ASC) finishes promptly at 5:30pm, and this is the latest allowed collection time.** Activities are finished in time for parents to collect their children between 5:15 & 5:30pm.

You may collect your child at any time before 5:15 but we do ask that you inform us during the school day if you are going to collect your child before this time by contacting the school office before 3:15. If you need to contact us during After School Club, please use the **After School Club Landline: 01252 832109**. The ASC Mobile (07516 725426) is only in use if we are off site due to signal problems.

Any parents or carers who are late will be charged if they have not contacted the school to inform us and/or if the extent to which they are late incurs extra staffing costs.

Parents who arrive between 5:30pm and 5:45pm will be charged £5. For every additional minute after 5:45pm they will be charged £1 per minute. For example a parent who arrives at 5:40pm will be charged £5 whereas a parent who arrives at 5:50pm will be charged £10.

**Please note: in order for your child to be allocated spaces at Funstorm for the coming term you must sign that you agree to adhere to this late collection policy on the booking form.** Late collection charges must be paid promptly.

If you would like to discuss this policy then please let me know,

Kind regards,

**Rob Broughton**

*Extended Services Manager*

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