

Funstorm (Summer Club): Late Collection Policy

April 2018

Dear parents and carers,

This letter is to inform you of the charges that will be applied if you are late collecting your child from Funstorm (Summer Club). **Summer club finishing times are printed clearly on the programme and booking form, both of which you are advised to keep, and these are the latest allowed collection times.**

If you need to collect your child earlier than half an hour before the stated session end time then please advise us of this at drop off in the morning in case we are on an outing in the afternoon.

If you need to contact us during After School Club, please use the **After School Club Landline: 01252 832109**. If we are on an outing then you can reach us on the ASC Mobile (07516 725426) but you should note this phone is not switched on or monitored if we are on site at school due to reception 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 within the 15 period following the stated session end time will be charged £5. For every additional minute after that they will be charged £1 per minute. For example a parent who arrives at 4:10pm (on a regular 10am-4pm day) will be charged £5 whereas a parent who arrives at 4:20pm will be charged £10.

Please note: in order for your child to be allocated spaces at Summer Club this year you must sign that you agree to adhere to this late collection policy on the booking form. Late collection charges will be invoiced in September and 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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