



## THE WRIGHT EDUCATION

### Late Collection Policy

Parents/carers must read, agree and sign the Terms and Conditions. This Late Collection Policy is a part of the terms and conditions for The Wright Education (hereinafter 'The Wright Education', 'Wright Education', 'Club'). Your child's place with The Wright Education is not confirmed until terms and conditions are signed as requested at the bottom of the registration form.

It is extremely important that children are collect on time from The Wright Education. Late collections cause major issues to the site at which The Wright Education holds a contract with.

- The Wright Education Academic After School Club finishes promptly at 6pm.
- The Wright Education Academic Holiday Club finishes promptly at 6pm.

Parents/carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after this time will be charged at £1 per minute, which must be paid on the day.

Parents/carers must allocate a responsible adult to collect their child and those responsible persons must be named on the registration form. Children will only be dismissed to the responsible adults named on the registration form. When the collecting adult is not provided on the registration form, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone. A password will be required. It is the parents/carers responsibility to ensure those authorised to collect their child is aware and understands the importance of collecting the child on time. **Please Note:** Any confusion which leads to the child remaining with The Wright Education after the finishing time will result in the late fee being charged.

On the first occasion that a child is collected late; parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement with details of monies owed.

If a child is collected late on more than two occasions; parents/carers will be reminded of the late collection policy, asked to sign a late collection agreement and risks their child being excluded from The Wright Education.

Parents/carers must contact The Wright Education on 07852 137462 if they are aware they may be late to collect their child.

After 6pm, the child will remain in the care of two of the Club's staff, off the Club's premises, until collected by the parent or carer, or until placed in the care of the Social Care Team. A note will be left on the door of the Club informing the child's parent or carer where the child has been taken.

If the manager has been unable to contact the child's patents or carers after 30 minutes, the manger will contact the local authority triage for advice.

Useful contacts Newham Triage: 0203 373 4600

Out of hours: 0208 430 2000

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_