



TWILIGHT OWLS – LATE COLLECTION POLICY

Parents and Carers must read, agree and sign the Twilight Owls Terms and Conditions. This late collection policy is part of these terms and conditions. Your child's club placement is not confirmed until the school receives acknowledgment and signed agreement of the terms and conditions requested at the bottom of the club registration form.

Twilight Owls - Late Collection Policy

It is extremely important that children are collected on time from our extended services as late collections can cause major issues for the staff and the school.

- ☒ After School Club finish, promptly at 6.00pm.

Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time. If children are collected after the session time there will be an additional charge of:

Late collection within 15 minutes after 6.00pm - £2.50

Late collection within 30 minutes after 6.00pm - £5.00

The Twilight Owls Before & After School Club closes at 6.00 pm – please be aware that late collection after this time will be charged at a £2.50 per 15 minutes. All late charges are per child, Parents/Carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. It is parents/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.

Please Note: Children will only be dismissed to the responsible adults named on the registration form. Any confusion which leads to the child remaining in the school's supervision 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. The school office will automatically contact parents/carers regarding late fee payment.

On the second occasion that a child is collected late parents/carers will be reminded of the late collection policy which they have signed. The school office will automatically contact parents/carers regarding late fee payment and the extended services manager will contact parents/carers to discuss the exclusion procedure.

Parents/Carers must contact the school if they are aware that they will be late to collect their child. Please contact the Twilight Owls team on 07891278154 during session times. If you are unable to contact the Twilight team, please contact the school office on 0113 2503395 before 4.30pm.



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I have read and understood the late collections policy:

Child (ren) Name:

Parent/Carer Sign:

Date: