

AFTER 3 CLUB

PROCEDURE WHEN A CHILD HAS FAILED TO BE COLLECTED

IF A CHILD HAS FAILED TO BE COLLECTED BY THE END OF SESSION (6.00PM) THE MANAGERESS WILL FIRSTLY CONTACT THE PARENTS. IF THE PARENTS CANNOT BE CONTACTED WE WILL CONTACT OTHER MEMBERS OF THE FAMILY THAT HAVE BEEN AUTHORISED TO COLLECT ON THE REGISTRATION FORM.

WE WILL THEN TRY TO CONTACT FRIENDS THAT HAVE BEEN AUTHORISED TO COLLECT ON THE REGISTRATION FORM.

IF THE CHILD IS COLLECTED BY OTHER AUTHORISED PERSONS WE WILL LEAVE MESSAGES INFORMING THE PARENTS ON THEIR HOME PHONES AND MOBILES.

WE WILL ALSO PUT A NOTE UP ON THE DOOR OF THE HALL WHICH WILL INFORM THE PARENTS WHO HAS COLLECTED THEIR CHILD JUST IN CASE THEY COME TO THE CLUB.

IN THE CASE OF NOT BEING ABLE TO CONTACT ANYONE TO COLLECT THE CHILD AFTER A REASONABLE AMOUNT OF TIME WE WOULD HAVE TO HAND THE CHILD OVER TO CHILD SERVICES AND WE WOULD LEAVE A MESSAGE WITH THE PARENT TO INFORM THEM. FOR THIS REASON, PARENTS HAVE TO HAVE AT LEAST 2 PEOPLE AUTHORISED TO COLLECT THEIR CHILD.