



Uncollected child Policy Peak Performance Sports Ltd 2023

Parents and Guardians, if you are running late to collect your child/children, please contact us **AS SOON AS POSSIBLE** on 07756950256 to avoid any distress to your child and so we can plan two members of staff to stay on with the child.

If a child is not collected at the end of the session the following procedures are to be followed:

- Wait 10 minutes and if parent / guardian are still not at school office a phone call will be made to the parent / guardian.
 - 5 minute intervals between trying to phone parent / guardian.
 - Keep a record as incident progresses.
 - Social Services will be contacted.
- Parents / guardians will be charged £5 for every 15 minutes they are late to cover additional staffing costs.