



LATE COLLECTION POLICY

TASC are not covered by our insurance policy beyond 5.45pm Monday to Thursday and 5.30pm Friday, and our staff are employed and paid up until this time. Being back on school premises also means that we have to adhere to the conditions of our let which require us to vacate the premises at these times to allow the janitor to check the building and lock up the playground by 6pm.

It is a condition of acceptance of a child's place at TASC that children will have been collected and left the club by 5.45pm.

We understand that there may be one off occasions, when due to circumstances beyond a parent's control, they are unable to collect their child.

In this circumstance the club requires that alternative arrangements are made and the parent contacts the club.

We will be issuing late pick up notices and a bill for staff overtime, immediately, to those who do not manage to collect their children on time on a regular basis. If we have to issue three of these such notices the child's place at the club can be withdrawn, as the contract has been broken.

Our late penalty fees are as follows:

Pick up after 5.45pm – 6.00pm £8.00 fee

An additional £5 will be charged for each five minute slot thereafter.