

# Chill Kidz Extended Provision

At Childwall Church of England Primary School

# Chill Kidz



A fun way to relax  
out of school

Late Collection Policy  
2023/24

Contact: Emma Morris (Manager)

Tel: 0151 722 1553 (8.30am–4.30pm)

Mobile: 07842 102443 (7.30am–10.00am & 3.00pm–6.00pm)

Email: [chillkidz@childwallce.com](mailto:chillkidz@childwallce.com)

Twitter: @kidz\_chill

Parents and Carers must read, agree and sign the Chill Kidz Extended Provision Terms and Conditions. The Extended Services Late Collection Policy is part of these terms and conditions. Your child's club placement is not confirmed until Chill Kidz receives acknowledgment and signed agreement of the terms and conditions requested at the bottom of the club registration form.

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

- **Chill Kidz after school provision finishes promptly at 5.50pm.**

The time stated is bounded by this extended services late collection policy.

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 £5.00 for the first 15 minutes and £5 per 5 minutes thereafter.

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 late collection fee payment will then be added to Parent Mail for payment.

On the second 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 late collection fee payment will then be added to Parent Mail for payment and the Extended Provision 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 Chill Kidz Extended Provision staff on 07942 102443.

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable, after approximately one hour, the police and Social Services will be informed.

Signed:	
Date:	