

## **Peak Time Kids Club**

### **LATE COLLECTION PROCEDURE**

Peak Time offers an additional bookable 30 minutes session between 6-6.30pm Monday to Thursday. The cost if pre booked is £6.30 per family. To take advantage of this service, parents/carers need to book in advance by calling 650004 and collect their children on or before 6.30 pm please book at least 7 days in advance to ensure staff availability.

- Parents/ carers who have not booked in for a session but who collect their child(ren) after 6pm will incur a late collection fee of £8.90 per family. In these circumstances parents must still contact us to let us know that they are going to be late.
- To ensure that staff is able to leave promptly at 6.30 pm a late collection fee of £6.30 per 15 minutes will be incurred for late collections after 6.30pm. Proceeds from this will go into the staff-training budget.