## **Peak Time Kids Club**

## LATE COLLECTION PROCEDURE

Peak Time offers an additional, pre bookable 30 minutes session after 6pm on Monday to Thursday (one week notice required). The cost if pre booked is £6.60 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 £9.40 per family. In these circumstances
  parents must still contact us to let us know that they are going to be late.
- During Holiday Club parents who collect their child(ren) after 4.30pm will incur a late collection fee of £9.40 per family.
- To ensure that staff are able to leave promptly at the end of the day, term times 6.30 pm or for holidays 5pm, a late collection fee of £6.60 per 15 minutes will be incurred for late collections after that.