



# The Crescent Primary School

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**Headteacher:** Mr Mark Wartnaby  
**Deputy Headteacher:** Mrs Natalie Preston  
**Assistant Headteacher:** Mrs Simone Burrough

## Shooting Stars Breakfast and After School Club Registration Number – 115886

### Late / Non-Collection of Children Agreement – Parent/Carer copy

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible.

Shooting Stars club follows all of the same procedures as The Crescent Primary School with regard to contacting parents and collection arrangements. Parents must inform Shooting Stars club, on 023 8068 7362, if they are not able to collect the child as planned and advise Shooting Stars staff of the new collection arrangements (including a password system where applicable).

In the event that children are not collected from the Shooting Stars club by an authorised adult, and the staff member can no longer supervise the child on our premises, we apply our child protection procedures as set out in our Child Protection Policy.

Incidents of late collection will be recorded by the Shooting Stars staff and discussed with parents and carers at the earliest opportunity. Please note that a late collection results in a fine of £1.00 per minute of lateness after 6:00pm. If your child is booked on a 'short' afternoon session, i.e. finishing at 4:30pm, and they are collected after this time, you will be charged for the full 'long' session amount of £10.50. The late fee will automatically be charged to your child's account.

Continuous lateness, or non-payment of fine, will result in you being unable to book any future sessions. Please show your agreement to the above by signing below.

Child Name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Working Together – Learning for Life

