**Late collection policy**

If you are late collecting your child you will be telephoned and a voicemail left if you cannot be reached. If Coach Ben receives no contact from the guardian and the child is not collected within 30 minutes then the relevant safeguarding authorities will be contacted. The charges for lateness are:

* 15 minutes £3
* 30 minutes £5
* 45 minutes £7
* An hour £12
* More than an hour £20

**Date: 08/02/2024 – reviews are annually and will next take place during February 2025**