

 Collection Policy

Schools’ Out! aims to make collecting your child/children as simple as possible. Although, this can be a busy time with people entering and leaving the building. We ask for your support in following the policy and procedures below:

All children must be picked up by 6pm. Parents/carers will wait at the door.

All children will be signed out by a staff member before they leave the building.

Only adults 16 and over are permitted to pick up children from the service.

Children cannot leave the service unaccompanied by an adult.

Only adults named on the registration form will be permitted to pick up your child unless otherwise agreed within the service. We also use a password system for occasions where someone unknown to the service is picking up a child.

We ask that adults do not enter the building when picking up children, this was a procedure we used through Covid-19 due to the guidance and restrictions and have now kept it in place. A member of staff will monitor and assist your child with their belongings if needed.

Late Pick Up Policy

Please inform us if you are going to be late to pick up your child/ren via phone call on 0141 463 5084 or on 07940417762.

Please be aware there is a £50 charge for persistent late pick up.

All late pick-ups will be recorded.

Signed Natalie Scanlan Date: 12/01/2024 Review Date: 12/01/2025