KNIGHTWOOD KIDS CLUB

**OFSTED REGISTRATION NUMBER 110551**

**CHARITY NUMBER 1081786 - KIDS CLUB NETWORK 4734**

**Dear Parents/Guardians,**

**It has been bought to our Management Committee’s attention that some children attending the club are being picked up beyond the 6pm deadline.**

**We would therefore like to take this opportunity to remind all parents/guardians that the club formerly closes at 6pm each evening. After this this time the club is not covered by its insurance policy and as a result the club cannot legally take responsibility for children. In addition to the insurance issue, the staff must leave the school’s premises at 6pm as the caretaker needs to lock up and secure the school.**

**It is acknowledged that there may be occasional instances when a late pick up is unavoidable, but our concern is that this could become a regular occurrence. When you are delayed and know that you will be late in picking up your child/children, you must contact the club staff directly by ringing either Julie on 07850692091 so the staff can let your child/children know so they do not become upset if they are the last child/children at the club , but, there will still be a charge. If we are informed of regular occurrences where a child/children are being picked up late the committee will also have to consider the continued attendance of the child/children at the club.**

**The late pickup fees apply from 6pm these are as follows:-**

**6 pm - 6.15 pm (or part thereof) £25.00**

**6.15 pm - 6.30 pm (or part thereof) £25.00**

**6.30pm onwards if no contact from parent/guardian, Social Services must be called.**

**As always we appreciate your continued support.**

**Julie Kimber**

**Manager**