

## School Club Late Policy

R&D Coaching has the following late policy. From here after “late” is classed as any time after the completion of the club, for e.g. if the club is running 3.30pm to 4.30pm any time after 4.30pm is late.

It is vitally important that all children are collected on time at the end of a club. Staff have other sessions to attend, children of their own to collect and their own lives to go on to.

Our late policy has a 3 strike system, for the **whole school year**.

1. **First late collection:** The coach will notify you that the collection has been flagged as late and a text will be sent to our contact number for the booking making you aware that the first late collection has occurred.
2. **Second late collection:** The coach will notify you that the collection has been flagged as late and a text will be sent to the contact person who made the booking to make you aware that a second late collection has occurred. This will also make you aware that IF a third late collection occurs, unfortunately we have no option but to cancel your child's place at that club and they won't be able to attend that particular club for the remainder of the school YEAR.
3. **Third late collection:** The coach will notify you that the collection has been flagged as late. A text and email will be sent to you, cancelling your child's place at that club, a refund for remaining weeks will be issued to you and they won't be able to attend that club again for the remainder of the school year.

We appreciate that it is often not the booker or parent who may collect your child so please ensure that whoever is collecting is on time.

We thank you for your understanding and adherence to our late policy.

R&D Coaching

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