

# Arrival of Children Procedure

## (Holiday Club)

The Jimmy Grimboll's Holiday Club will open no sooner than 8:00am and the first daily session will be held in the junior department (Snack Room) until 9.00am. Entrance to the Holiday Club is via the junior entrance. Children must arrive with an adult. The adult must ensure their child has entered the activity room and on arrival, a member of staff and the parent / carer must immediately record the child's attendance in the daily register, including the time of registration.

If the parent / carer would like their child to be given medicine during the day by a member of staff, they must complete and sign the Adminstrating Medication Form. Further details of this procedure is contained in the Club's Medication Policy.

At the end of each session the register will be checked and those departed need to be signed out by both a member of staff and a parent / carer, also the time of departure needs to be recorded. Those arriving for afternoon sessions must not arrive before 1pm and must follow the above procedure. Again at the end of the afternoon session everyone must be signed out and time of departure recorded.

Staff members will only allow children to be collected by either parents / carers, or other adults specified on the registration form. Parents / carers have a duty to inform the Club should they be unable to arrive on time to pick their child up and a subsequent late fee may be charged. For further details please see the Uncollected Children Policy.