

## **Child Collection Policy & Procedure**

There are four key components for the collection of children from Munchkids ASC:

### **Registration Form:**

At the beginning of every school year registration forms are issued to all parents or guardians of children that attend the club. These must be completed for every child that attends the club before being returned to the club leader. A registration charge, per child, is made each school year.

One section of the form covers the names, addresses and telephone numbers of those people authorised by parents to collect their children.

This information is regularly reviewed and updated throughout the school year.

### **Weekly Register:**

The Club Administrator completes a weekly register that includes a break down by day of all children who are booked into the club the following week. This is used for accounting purposes, activity planning, tea planning and to ensure that sufficient staff to children ratios are maintained.

### **Daily Register:**

The weekly register is used to generate a daily register that is used for the coach collection and head count verification. It is this register that is amended should the club receive notification that a child will not be attending their regular session.

Please inform Munchkids as early as possible on the usual telephone number if they do not require collection from their school. Consistent failure to inform the Club could result in you losing the place for your child. Please remember that the Club operates a non - refund policy for any missed sessions.

### **Sign-out sheet:**

The daily register also acts as sign-out sheet that has to be signed by parents, guardians or authorised collectors, as per the registration form, when collecting their children. Late collection of a child may incur a penalty fee.

These forms are validated on a daily basis and then stored in a secure environment.

### **Unknown Collector**

No member of staff will allow an unknown person to collect any child from the club without prior, written, permission from the child's parent or guardian.

Agreed by Committee

William Allen – Chairperson MASC

December 2006