



Arrivals and Departures

Funtastic Kids recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The holiday camp supervisor will ensure that an accurate record is kept of all children in the camp, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the session.

Arrivals

Our staff will greet each child warmly on their arrival at the camp and will ask parents to sign the daily register straightaway, including the time of arrival.

Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children are collected by an adult who has been authorised to do so on their registration form.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform the supervisor in advance and provide a description of the person and a password that they will use. If the supervisor has any concerns regarding the person collecting, he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify the supervisor if they will be late collecting their child. If the supervisor is not informed, the **Uncollected Children** policy will be followed. All late collections will incur at penalty charge.
- Children over the age of ten will only be allowed to leave the camp alone at the end of the session if the supervisor has discussed this with the child's parents and has received their written consent.
- Children below the age of ten will not be allowed to leave the camp unaccompanied.
- Parents can contact the holiday camp supervisor on the camp phone, number displayed on arrival at the camp, or by ringing the Funtastic Kids office directly.

Absences

- If a child is going to be absent from a session, parents must notify the holiday camp in advance. Please see the admissions and fees policy for details of refunds.

This policy was adopted by: Funtastic Kids	Date: February 2018
To be reviewed: February 2019	Signed: Louise Holloway Director

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76]*