



Zap Kids Club

Attendance, Arrivals and Departures

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

The manager will ensure that an accurate record is kept of all children in the Club, 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.

Escorting children to the Club

- The Club and school have a clear agreement concerning the transfer of responsibility for children's safety.
- We have risk assessed the route used to escort children to the Club and review it regularly.
- Parents should drop children to the designated drop-off point highlighted on the children's pre-club shared information such as the visual support social story. Staff members will be there to greet you and escort children to the designated areas where club will be taking place. One of our club managers will be available to take messages and discuss anything with you whilst the children make their way to their designated area.
- If a child is booked into the Club but is not at the collection point, we will contact you to explore the reasons for absence.

Arrivals

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway, including the time of arrival. Parents will need to sign their child in with a designated staff member.

Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection. Collection is also from a designated collection point which will have been shared with you before club starts.
- Children should be 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 Club in advance and provide a description of the person and a password that they will use. If the manager 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 Club if they will be late collecting their child. Please note, even if informed of being late, charges may apply for late collection. See our uncollected children policy for more information.

Absences

- If a child is going to be absent from a session, parents must notify the Club in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the to check where the child should be.
- Refunds are not available for missed or cancelled sessions.

This policy was adopted by: Zap Kids Club Ltd	Date: August 2023
To be reviewed: August 2024	Signed: Mikayla Osborn, Director

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.63, 3.65]; and Information and records [3.77]