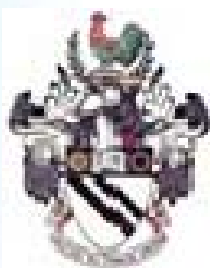


Procedure for After School Club Children from Seniors



Senior Boys and Girls who are due to attend Kidzone from School will be required to make their own way to the building. Parents must sign a Senior Consent Form in advance giving their permission for their child to walk across unaccompanied.



In the event of a child not arriving at Kidzone by 4.15pm the manager will contact the emergency numbers provided to ascertain the location of the child. If there is no contact or the whereabouts of the child cannot be determined then the 'Procedure for Lost Children' must be followed.

Policy on After School Activities

At Kidzone we understand how important a child's after school activities can be. To accommodate the increase of these activities and the demand to use our service after it's completion, we will endeavour to provide an after school activity collection service for the three school sites, Beech House, Park Road and Junior Girls. Children who attend the senior school will already have received parental permission to walk over to Kidzone unaccompanied. (See Senior Consent Form)

If child/ren are involved in after school activities and parents/carers still wish for them to attend Kidzone once this has finished, they must contact the office as soon as possible to see if this can be accommodated. Information we will require will be:

- Name of activity
- Location
- Finish time (collection time)

Please note: that this may not always be possible.

If children are travelling back to school on a coach/minibus from school events, the teacher in charge must be informed by the *parents* that their child is attending Kidzone. The teacher will then be required to contact Kidzone once the children have returned to school. Only when this call has been made will a member of staff attend to collect the child/ren.

If a parent is able to collect children themselves from the activity, they must contact Kidzone to notify them.

If it is agreed to pick up the child/ren we will follow the appropriate ratios these are 1:8 or 1:5 off school premises.

The member of staff chosen for the collection may be a Playcare Worker or Playcare Assistant.