

Superstars Holiday Club

Child Drop off and Collection Policy

Superstars Holiday Club are responsible for the children in their care from the moment the child arrives at the club until they are collected by their parent/carer or designated person at the end of their time with the club.

Parents need to make arrangements at registration if the child is not being picked up by their usual person, so the staff are fully aware.

Superstars Holiday Club registration form has a place to put down anyone who cannot pick up the child.

if a child is not collected from the club by closing time the designated late pick up member of staff will use the information on the register to find out the situation i.e. whether the person collecting is stuck in traffic/ an emergency has taken place. If none of the people on the register can be contacted after a duration of 1 hour then the only solution may be to contact the local social services. Head office must be informed at 6pm any children still being supervised.

Written June 2010

Reviewed June 2012, June 2014