



Funtastic Club Policies & Procedures

Number 04

Arrival and Departure Procedure



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As part of our arrival and departure a signing in and out book is in place in the entrance lobby. Parents are required to sign their children in with their full name when arriving at the club and also to sign them out in the book when they are collected at the end of the day. This is to confirm the child's attendance and forms part of our fire safety procedures.

Children's details are kept by Funtastic staff on their own registration forms and kept secure in a locked cupboard.

It is parent's responsibility to keep the club informed of changes to collecting arrangements of their children. Funtastic staff will **not** let children leave the club with anyone who does not have parental permission. Parents are required to notify the club as soon as possible of any changes to collecting arrangements by telephoning on **07791379792** or **07591705862** or through email funtastic101@hotmail.co.uk

Name of Assessor	Updated on	Reviewed on	Signature
Regine Natchoo	September 17	September 18	R.Natchoo
Regine Natchoo	September 18	September 19	R.Natchoo
Regine Natchoo	September 19	September 20	R.Natchoo