



ROCKS AND PEBBLES LTD



Rocks and Pebbles Daily Registration and Attendance Policy

Date: February 2020

Review Date: February 2021

Rocks and Pebbles Ltd is the trading name of Rocks and Pebbles. Limited registered in England and Wales.

Registration No: 6415435

Director: Kate Asaf

Daily Registration and Attendance Policy

Children should be registered each day on collection from school, by the collecting member/s of staff. This information will be recorded on a register and kept should reference need to be made. On entry into the Club, a register will be taken and numbers of attending children taken. This information is stored in the Clubs register and will be kept for reference purposes. When leaving the Club, an appropriate adult will sign and give time of collection for the child they are collecting. Signing-out children on collection is the responsibility of the parent/carer, however staff should be vigilant that this is completed. This information will also be stored. Parent/carers that fail to collect their child on time will be charged £5 for every 15 minutes or part of that they are late.

If a child is not attending Club or being collected by another adult for whatever reason, parents/carers should inform Rocks and Pebbles staff prior to the day so that there is no confusion or time wasted looking for a potentially lost child.

If your child is absent due to sickness, holiday, school journey etc, fees are still payable as usual. Only where a months notice has been received in writing that you no longer require your child's placement, will you no longer be charged. This will mean your child is removed from the Rocks and Pebbles register and you will need to reapply should you wish your child to return.

Managers/Deputy Managers are required to maintain up-to date records of addresses and telephone numbers (both home and work) of parents/carers. The names and addresses should not be given to any person or organisation unconnected with the authority. **The exception of this rule is that the police should be given every assistance where necessary. No child should be interviewed by the police unless the parent/carer is present or have given consent.** These names and addresses will be used to contact parents should the need arise.

This policy was adopted by: Rocks and Pebbles	Date: February 2020
To be reviewed: February 2021	Signed: