

LASER

*Summer
Camp*



No show/Late pick up policy.

At Laser we are very strict with our registration system and therefore there will be no child unaccounted for at any time. (please refer to lost child procedure)

No show

If a child does not arrive at camp by 9.30am, the office will be informed when register is completed and it is then into the office assistants hands.

We will search other possibilities – check to see if siblings are on camp, check family friends that we know, check parallel groups, and office assistant will know of any other circumstances – notes handed in etc. From this we will then make a phone call to the primary number on the booking forms to enquire about absence.

If it transpires that the child was dropped off – see lost child procedure.

- The senior member of staff (if not G.Baily) must inform G.Baily straight away so that he can coordinate a plan of action (07968 258865 – within Exeter school at all times of camp)

Late pick up policy

Group Leader will have the child with them in the baseroom. If it gets to 5pm and the child has still not been picked up – the group leader will bring the child to the late leavers club where Austin Fuller will take charge.

If it gets to 5.30pm then GJB or another Senior member of office staff will phone the primary contact number to chase the parents for collection. (usual circumstances might be traffic in Exeter)

The child is welcome to stay in the Late leavers club until pick up.

If it gets to 6pm – the child will be brought up to the office, and a senior member of staff will take charge of the child until collection.