

**LASER**

*Summer  
Camp*



## **Registration Policy**

**All children will be registered and accounted for daily at Laser summer camp – both morning and afternoon.**

Monday mornings we will have a tri-register system –

- Front gate check in, group leader check in, and office check in.
- These registers are checked and changed if necessary by WM and JAB on the Monday morning and new registers administered - to ensure that all groups are accounted for.
- ***The group leader will record time arrival and time departure each day.***
- Each morning and afternoon the group leader will complete a register in the office so that a copy is available to all staff to note attendance.
- If absence has been established JAB or WM will make a phone call to parents to check.