



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

16. Drop Off, Collection & Late Collection Policy

Drop Off

Registration forms must be fully completed and signed by a parent/guardian, initialled by a member of the Active8 team. Attendance records are maintained daily.

Collection

- Children must be signed in and out by a parent and Initialled by an Active8 member of staff.
- Children released only to authorised adults
- ID required if unknown to staff

Late Collection

- Parents contacted immediately
- Incident recorded
- Safeguarding procedures followed
- Late pick-ups may result in additional fees as stated in the Booking, Payment and Cancellation Policy