

## KIDS CLUB POLICY AND PROCEDURES

### Sign In Procedure

Every child under our care **MUST** be signed in by a parent/guardian **BEFORE** entry into the Kids Club area.

### Sign Out Procedure

Every child under our care **MUST** be signed out by the parent/guardian who signed them in

- Children must be given a name tag on arrival
- Children left in the facility must remain there until collected by parent or guardian.
- On arrival and departure parents are required to completely fill out child-minding register.
- The same person must sign the child in and out of the facility.
- Parents must supply Kids Club supervisors with all necessary items needed by their children and **advise of any allergies or disabilities** from which their child may suffer.
- Parents must always remain on Club premises whilst their children are in this facility and if paged must return promptly.
- No fast foods etc. are to be served in this facility, however drinks, chips and snack foods are allowed.
- Filtered water will be available free of charge.
- Parents must not knowingly bring sick children into this facility.
- Any illness considered contagious by kids club supervisors may lead to refusal of entry.
- Medication must at all times be administered by parents or guardians.
- Unacceptable child behavior will not be tolerated and may result in suspension from this facility.
- **Children under age of 2 or over the age of 12 will not be accepted into this facility.**
- If children are not toilet-trained, parents are expected to call hourly to check if a change is needed.
- Eden Fishermen's Club staff reserve the right to refuse admission to any children wishing to use this facility.