



KidzQuest Attendance Policy

1. Policy Overview

KidzQuest Activity Camps are committed to providing a safe, fun and supportive environment for all children. This Attendance Policy aims to ensure that all children are safely accounted for during camp hours and that any absences are promptly addressed. The policy applies to all children registered for the camp, their parents or guardians, and camp staff.

2. Registration and Attendance Expectations

- All children must be registered in advance of camp start dates. Registration details must include the child's full name, age, emergency contact information, and any relevant medical or special needs information.
- Parents/guardians are expected to drop off and collect children at the specified times. Standard camp hours are from [Start Time] to [End Time], with drop-off allowed from [Drop-Off Start Time] and collection by [Pick-Up Time].
- If a child is unable to attend a camp session, parents/guardians are required to notify KidzQuest via phone or email before 9:00 AM on the day of absence.

3. Drop-Off and Collection Procedures

- Parents/guardians must sign in their child upon arrival and sign out when collecting their child at the end of the day. This ensures that we maintain an accurate record of attendance.
- Only authorised persons (listed on the registration form) may collect a child. If there are changes to collection arrangements, parents/guardians must inform the camp in writing or by phone in advance.
- Late collections after [Pick-Up Time] may incur an additional fee. Repeated late collections will be addressed with parents/guardians to ensure adherence to camp timings.

4. Late Arrival and Absence Reporting

- If a child will be late arriving at camp, parents/guardians should inform the camp staff by phone as soon as possible.
- In cases of unreported absences, KidzQuest staff will attempt to contact the parents/guardians using the emergency contact details provided. This is to ensure the safety and welfare of the child.
- Persistent unexplained absences may be followed up with a discussion with parents/guardians to determine if additional support or accommodations are needed.

5. Safety and Missing Child Procedures



- Accurate attendance records are essential for safeguarding purposes. Camp staff will conduct headcounts regularly throughout the day, including after transitions between activities.
- In the unlikely event that a child goes missing, staff will follow the Missing Child Procedure immediately. This includes a thorough search of the premises and contacting the parents/guardians and emergency services if necessary.

5. Attendance Records and Data Protection

- KidzQuest will maintain accurate records of attendance, including arrival and departure times, for the duration of the camp. These records are essential for safeguarding and monitoring purposes.
- All attendance records will be kept confidential and stored in accordance with data protection regulations (GDPR). Parents/guardians have the right to access their child's attendance records upon request.

6. Illness and Health Considerations

- If a child shows symptoms of illness while at camp, parents/guardians will be contacted to collect the child as soon as possible. The child must be signed out by the parent/guardian or an authorised person.
- Children who are unwell should not attend camp to prevent the spread of illness. Parents/guardians are encouraged to notify the camp if their child is absent due to illness.

7. Non-Attendance Due to Exceptional Circumstances

- If a child is unable to attend due to exceptional circumstances (e.g., family emergency, illness, or medical appointment), parents/guardians are requested to inform the camp as soon as possible. KidzQuest aims to be supportive and understanding in such cases and will make reasonable adjustments where appropriate.

8. Policy Review

This Attendance Policy will be reviewed annually or as necessary to ensure it remains effective and compliant with any changes in regulations or camp operations. Feedback from parents/guardians and staff is welcome and will be considered during the review process.