



### Drop Off and Pick Up Policy

- Parents/Carers can drop students off at OTMYT from 9.15am for the 9:30am start or 11:15am for the 11:30am start, not earlier
- All members should be at the venue by 9.30am/11.30am ready for registration and to commence their first activity
- Parents/Carers should arrive at the venue in time to collect students, promptly, at 11.00am/1.00pm
- Parents/Carers who are going to be late to collect a student should text or call (if it is safe to do so) the Principal, Janice Craine, on 07841 990287.
- Parents/Carers are not allowed to remain at the venue during the weekly sessions; our Safeguarding & Insurance Policies do not allow for anyone other than students, staff and volunteers to be present in the venue

### Food and Drink Policy

- Members will need to remain hydrated throughout the one-and-a-half-hour sessions and parents/guardians should ensure that members arrive with water to drink
- Parents/Guardians may send their child with a small snack to eat in the short break

### Special/Medical Needs Policy

- OTMYT Juniors staff should be informed of any special/medical needs, including allergies, on the registration form
- Failure to inform OTMYT Juniors about any special/medical needs puts us and your child at risk
- Any medication to be administered by OTMYT Juniors staff should be prescribed by a medical professional and must have clear instructions for administering it
- It remains the responsibility of parents/carers to inform OTMYT Juniors of any changes to special/medical needs
- OTMYT Juniors staff will not administer any over-the-counter medication to students