



### **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 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 Educational/Medical Needs Policy**

- OTMYT Juniors staff should be informed of any special educational/medical needs, including allergies, on the registration form.
- Failure to inform OTMYT Juniors about any special educational/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 educational/medical needs.
- OTMYT Juniors staff will not administer any over-the-counter medication to students without prior permission.