



## **SUMMER WORKSHOPS VERSION**

### **Drop Off and Pick Up Policy**

- Parents/Carers can drop students off at OTMYT from 9.45am, not earlier unless as part of the Breakfast Club
- All students should be at the venue by 10.00am ready for registration and to commence their first activity
- Parents/Carers should arrive at the venue in time to collect students, promptly, at 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) us, on 07745 526158.
- 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**

- Students will need to remain hydrated throughout the morning
- If required, snacks and drinks can be purchased from the OTMYT tuck shop during the short break in the middle of the session

### **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