



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

- Parents/Carers can drop students off at OTMYT from 9.45am, not earlier
- 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 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 day
- If required, snacks and drinks can be purchased from the OTMYT tuck shop between 9.45am-10.00am and during breaks

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

- OTMYT Seniors staff should be informed of any special educational/medical needs, including allergies, on the registration form
- Failure to inform OTMYT Seniors about any special educational/medical needs puts us and your child at risk
- Any medication to be administered by OTMYT Seniors 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 Seniors of any changes to special educational/medical needs
- OTMYT Seniors staff will not administer any over-the-counter medication to students without prior permission from parents