

## Club Dismissal Procedure



Children line up under gated school entrance shelter.

Parents/Carers wait outside school entrance.

Club Leader unlocks gate.

- Parents/Carers are not permitted to enter or stay in the school building during club times.
- Club Leaders are responsible for contacting parents if children are not collected from their club.
- To respect the volunteered time that teachers give to clubs, parents/carers who are persistently late may forfeit their child's place in the club.

Children are dismissed by Club Leader to parent/carer.

Club Leader locks gate when all children are dismissed.