



## *Appendix One*

### **Uncollected Student Procedure**

#### *Student is not collected from class*

- Teacher escorts the child to BISH Kids
- BISH Kids staff register the child and make a note of the arrival time
- Teacher calls home to let parent know where child is
- Parent collects from BISH Kids - copy of this policy is shared with parents along with the BISH Kids flyer.
- BISH Kids staff make a note of the time of collection on the register
- BISH Kids staff present register of students who have attended the club, but who are not paying club members, to finance for billing on a weekly basis.
- Finance will process invoices

#### *Student is not collected from CCA*

- CCA provider escorts the child to BISH Kids
- BISH Kids staff register the child and make a note of the arrival time
- BISH Kids staff call parents to let them know where the child is
- Parent collects from BISH Kids - copy of this policy is shared with parents along with the BISH Kids flyer.
- BISH Kids staff make a note of the time of collection on the register
- BISH Kids staff present register of students who have attended the club, but who are not paying club members, to finance for billing on a weekly basis.
- Finance will process invoices

#### *Unsupervised Student Procedure*

- Student is found in shared spaces around the school and is unsupervised
- Member of staff escorts the child to BISH Kids
- BISH Kids staff register the child and make a note of the arrival time
- BISH Kids staff call parents to let them know where the child is
- Parent collects from BISH Kids - copy of this policy is shared with parents along with the BISH Kids flyer.
- BISH Kids staff make a note of the time of collection on the register
- BISH Kids staff present register of students who have attended the club, but who are not paying club members, to finance for billing on a weekly basis.
- Finance will process invoices