



After School Club Sign Out and Collection Procedures

In order to enhance the efficiency and safety through which children who attend motive8 after-school clubs are collected at the end of sessions, motive8 has revised their collection procedures for September 2011 onwards.

- Every child who attends a motive8 after-school club **MUST** be signed out by the adult who is collecting them that day from the session
- The sign out procedure will involve a signature each week next to the child's name at collection
- If children are being picked up by another parent, or someone other than their parents/guardians, this needs to be communicated with either motive8 head office and/or the school reception
- If children are required to walk home on their own, parents/guardians **MUST** complete a consent form
- A copy of the form will be kept by the coaches on the session, the school and motive8 head office
- If a child claims they are to walk home alone and motive8 do not have the required consent form, the emergency contact of the child will be called. If permission is given to walk home alone, a member of the school will be asked to act as consent on this occasion and sign the child out
- Copies of consent forms can be found on our website www.m8group.co.uk/schools, at the school office and with coaches on sessions



CONSENT FORM

Please delete as appropriate

I, give permission for my son/daughter.....to walk home alone from club each Monday/Tuesday/Wednesday/Thursday/Friday until the end of the Autumn/Spring/Summer term 201....

I accept that by giving this consent, motive8 cannot accept responsibility for my child once the club ends.

Print Name..... (Mother/Father/Guardian)

Signed.....

M8 GROUP
3 The Mews
53 High Street
Hampton Hill
Middlesex
TW12 1NH

T: +44 (0)845 838 1888
F: +44 (0)20 8979 3914

E: info@m8group.net
W: www.m8group.net