Junior Saints – Sign In/Out Policy

All children must be signed in and signed out of all Junior Saints classes and camps by a parent/guardian.

Staff will be available 15 minutes prior to the start time of holiday camps and 5 minutes prior to the start of weekly classes to sign in your child. Staff will meet and greet you and your child at the door of the allocated changing room and ask you to sign your child in. Once you have signed your child in you can leave them in our care and we will remain responsible for them until they have been signed out.

Staff will return children to the same changing room at the end of the session so that you can sign your child out.

If you wish to collect your child early or another individual is collecting your child then please inform a member of the Junior Saints staff when you drop off your child.

If you are going to be late to pick your child up, please phone Reception on 01334 462190. Staff will only be available to look after your child for up to 15 minutes after the end of the session. If you are later than this and have not notified reception an additional charge may occur at an hourly rate.

If your child is allowed to travel to and from the camp by themselves we will require written authorisation by a parent/guardian in advance, please email:

- Rhona Hendry rh205@st-andrews.ac.uk

Late Collection Policy

Policy Aim:

To ensure all children are collected on time. The reason for this is twofold; firstly, children who are left behind often feel an increasing level of anxiety and distress the longer that they are unsure of where their parents are. Clearly this is not a good thing to happen to any child. Secondly, the impact on the Junior Saints Team, having a child left behind at the end of the day is also great as it requires a member of staff to supervise that child out of hours and this incurs an additional staffing cost.

The reception clock will be used to determine the time and if after 15 minutes you have not collected your child (or notified us of your late coming) a charge will be applied at the rate of an hourly class rate.