



New Zealand UPP education Trust

Attendance Policy and procedure

To ensure the safety of members and responsibility between parents/caregivers and Canterbury UPP Education Trust:

1. Confirmation of attendance

All members must confirm with the programme Coordinator if they are or are not attending the session by telephone or email at least two days prior to the session

2. Punctuality for arrival and pick up

Start and finish times for each session must be strictly adhered to unless arranged with the Programme Coordinator

3. Transportation home

If a member is not being picked up from the session then staff must be informed prior to the night's session how the member is to travel home.

New Zealand UPP education Trust responsibility is only for the hours of the session being run and we will not be responsible for the members any time before or after the session that he/she has attended.

Should the above conditions continue to be disregarded then the members participation with the club will be in jeopardy.

I/we as the parents/caregivers of _____

Sign below that we have read and will follow the procedures as outlined above.

_____ (signature)

_____ (Please write your name)