MakeItZone Session Check-In/Out Procedures

# Check-In

* Be early to make sure room and equipment are ready, and to collect sign-in sheets, have waivers available, review any notes (eg modifications needed to accommodate participants), etc
* Be ready to greet participants at the building entrance 5 minutes before the start of the session
* Be friendly- use appropriate eye contact, smile, introduce yourself to participants and care-givers, noting any modifications needed for participants. Ensure any missing paperwork noted is collected- especially emergency contact information or liability waivers- note any health and safety requirements (eg social distancing)
* Complete any health/safety checks (eg COVID-19); if participants can't complete these checks, or provide an answer of concern, they will not be permitted to participate in this session
* Complete attendance role

# Check-Out

* Supervise participants until they leave or are picked up (unless they are members/staff/have other business at MakeItZone)
* If youth/children are allowed to use the car park (e.g. to use the basketball hoop) ensure that there are no vehicles in that area of the car park and that traffic cones are across the entrance to stop incoming traffic.
* Children are not to leave the area without an adult
* Youth may leave on their own if previously arranged with their parents
* Complete the sign-out section of the attendance role as children are picked up/participants leave
* Once all participants have left complete any session notes and hand in the attendance sheet, session notes, waiver forms, and any other documents
* Clean up the area used, put away equipment, and leave the area ready to use for the next session

# Unregistered Participants

If a session requires pre-registration and someone arrives who is not on the attendance sheet they will not be allowed to attend the session. Only management can make an exception to this. (In general it will require a manager or another staff member to be present to go through checking resources rapidly, the registration process, take payment, etc.)