

# Fun 4U Club

## 39 School Collection Policy

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### **Principle**

Fun 4U Club offer school collections where possible. We will try and offer a range and collections from a variety of schools so that parents have an option of choose. We would ask that parents to check with the facility manager if they require their child to be collected from school outside the local area.

List of schools which we facilitate school collections to date:

**At this time Fun 4U Club @ Edenderry P.S. do not offer a collection service from other schools.**

### **Procedure**

#### **On site collections.**

Before commencing Collections staff will refer to daily attendance book and note who is attending and from which class.

Children in Primary 1&2 are collected at their classroom doors at the end of the school day by a member of Fun 4U Club staff and brought straight to our facility onsite.

Primary 3-7; Written permission from parents is sought for children to walk (with in the school grounds) from the main school building to Fun 4U Club facility. If a child does not have permission a member of our staff will go and collect said child from school collection point. Should a child from our attendance list does not appear within reasonable time (5-10mins) after end of school day a member of our staff shall speak to school staff to determine the child's whereabouts. If the child cannot be located staff should phone the parents of said child immediately.

#### **OFF site collections**

- All Fun 4U Club vehicles have Road tax, MOT and adequate insurance for this purpose'.
- A school collection check list is in place. This details the exact collection on the days when the child attends the after schools facility. The staff member undertaking the school collections will have to initial when they have collected him/her from school.
- In addition to this individual procedures for each school are in put in place, please see attached information. This is due to different requirements at different schools.
- The facility manager or general manager will organise school collections each month, collection times, schools, number of children and who is required to undertake each run.
- Children should always be collected promptly. If in the case of bad weather conditions children are collected late we will inform the school of any delay as soon as this becomes apparent, the children's health and safety is paramount.
- Children and staff will always be fitted with appropriate seat belts or booster seats when travelling in Fun 4U Club vehicles.
- We would ask all parents to inform the facility manager or general manager of any changes to your child's collection times or days.
- All parents are made fully aware that it is their responsibility to inform the school directly of any changes to their child's collection times or days.