

ARRIVAL AND DEPARTURE

Principle

We understand the importance of a warm and welcoming greeting when leaving your child off at St. Colmcille's After School Club and equally the importance of sharing information when you collect him/her in the evenings. We emphasise that parents respect the opening and closing times of the unit as we are not insured outside of these times.

Statement of intent

St. Colmcille's After School Club believes that

- Every parent and child should be greeted by a member of staff on arrival with whom they are familiar.
- Staff must share the appropriate information when leaving in the evenings as this is extremely important to all parents.
- Staff will try and give time on arrival to those parents who wish to discuss any information about their child such as medicine or how their child is feeling that day.
- On arrival and departure parents and children should always be greeted in a friendly and polite manner.

Procedure

When your child arrives at the unit

- We encourage parents to share important information, especially if the child has been unsettled during the night or has been given any medicine at home before coming in to the unit.
- We encourage all our parents to assist with their child/children with hanging up their coat or putting any belongs in their individual basket before leaving the unit. This may help with your child's belongings not getting swapped or mixed up with someone else.
- We stress to all our parents or visitors in the unit to take into consideration the units health and safety policy when coming in and out, front door must be closed securely after each person.
- Parents must sign their children into and out of the unit at all times.

When leaving the unit in the evenings

- We will only let your child leave with another person when we have written consent or the names and security password is displayed on the enrolment form. Without any of this information we are unable to let any child leave the unit.
- All the current information must be given to parents when leaving the unit such as how he/she has been throughout the afternoon and how they have eaten. There may be other important things to discuss when collecting your child especially if he/she has had medicine during the afternoon or if there is an accident form to sign. We encourage parents to take the time in the evening to sign any additional information as it is a vital part of the units record keeping.

- Staff will help to gather the child's belongings to ensure that everything will go home, especially their schoolbags and uniforms
- Any parent running late must inform staff so your children can be reassured that you are on your way. The play co-ordinator will report to the Chairperson of the management committee if a parent is persistently late in collecting children.
- We do stress that on leaving the unit that your child is always beside you or holding hands especially going through the car park, we would ask that no child is left unattended on the school premises.
- If we notice children arriving or departing who, for example, aren't using age appropriate child car seats, car seat belts, aren't dressed appropriately for the season (eg no winter coat) we will highlight this as a concern to the adult dropping off/picking up. We are duty bound to do so as Early Years professionals to address any such concerns.

*This policy was adopted at a meeting of St Colmcille's After School Club Management Committee held on **18th May 2016**.*

Signed: _____ (chairperson)

*Review date: **May 2017***