



Arrivals and Departures

Our setting will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Arrivals

On arrival a member of staff will record the child's attendance in the daily register, and for children attending the out of school facility this will include the time of registration.

The room will be set up ready for the children's arrival and all health and safety checks completed.

Departures

Staff, Parents or Carers will sign children out at time of collection, indicating that they have left the premises. Staff will ensure this is done.

We operate a system whereby a password and photo ID will be required to be given to staff before your child can be collected by someone other than the usual person collecting to confirm their identity.

It is your responsibility to ensure that the person collecting your child on your behalf knows the password and that you inform the staff in advance of your arrangements for collection.

If the person attempting to collect your child from Kids Club or Preschool is unable to provide the correct password and ID, staff will refuse to allow the child home with the person and the procedure for the non-collection of a child will be followed.

In the event of the password being used inappropriately we will ask you to choose another for added security.

In the event that someone else should arrive without prior knowledge, the Club will telephone the parent/carer immediately.

If the parent/ carer or designated adult is going to be late in picking up their child, they must call to inform the club at the earliest opportunity. If the club is not informed, then the provisions of the Uncollected Children policy will be activated.

Permission and arrangements for children aged eight years and over leaving the Club alone at the end of a session will be a matter for discussion between the Manager and parents/carers, based on an understanding of a child's age, maturity and previous experience. Written consent for children leaving the Club alone must be submitted to the Club before such arrangements are able to commence.

No child under the age of 8 will be allowed to leave the Club unaccompanied.

Collection Procedure - all parents/carers either dropping off or collecting their child from Kids club follow the procedure outlined below

- Please ring the doorbell and wait inside the foyer

- A member of staff will then open the door and either take your child into the setting if dropping off or will bring your child with their belongings out to you.
- A member of staff will put the time entering or leaving on the register and ask you to sign.

We ask that parents do not come into the setting in accordance with our safeguarding procedures.

Absences

If a child is going to be absent from a session, parents must contact the club in advance.

If a child is absent without explanation staff will contact the parents/carers to try to ascertain the reasons behind this. If this is not possible the club, where appropriate, will follow the Missing Child procedure.

Regular absences from the Club could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The Club and its staff will always try to discover the causes of prolonged and unexplained absences.

Escorting Children between School and the Club

Where children are escorted between school and the Club, the following procedures will be carried out:

Infant children will be escorted directly from and to classrooms and the Club's premises. Junior children will be directed to the playground from Breakfast Buddies and they will be met at the end of the school day, by a member of staff, at the gate for After School Club.

If a child is absent from the Club without prior warning, staff will check to see if they attended school that day – they will not simply accept the word of other children. If the whereabouts of the child is not clear, staff will immediately liaise with the manager, school and the parents/carers.

If the whereabouts of the child cannot be confirmed, the club will follow the Missing Child Procedure.

Child Not Attending

If your child is booked into Club and is not attending, please inform Cathy or the staff at club. Please either text or call 07926381537 or call 01353 612787 before 2.30pm on the day your child will be absent.

It is really important that you do this as it is vital that we are able to account for every child. If your child is not in the club and you have not told us, we will need to contact you. This is very time consuming and could lead to delays in us either waiting for the Infant Collection or identifying if a junior child had not arrived at the club.

If you do not let us know that your child will not be attending the After-School Club, you may be charged a £1.00 fine to cover the time and cost of trying to track your child down. We would rather not do this, but need you to understand how important it is that you let us know if your child will not be attending.

After School Activity Clubs at Ely St John's School

The staff are unable to take or collect from any clubs after school at Ely St John's school as we need to maintain adult to child ratios at all times. Some club leaders take the children over to Kids Club after the activity, or an older child at the same club will. Please contact Julie Symonds (who organises the After-school club activities) to arrange. Children who attend after school activities are still charged the full amount.