

POPPIES DAYCARE NURSERY LTD.

Holiday Club and Before and After School Club

Arrivals and departures

Poppies recognise the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

We will ensure that an accurate record is kept of all children in the club, and that any arrivals or departures are recorded. An accurate register is also kept detailing children's full names, the school and classroom and the times of their sessions. The register is accessible on the premises at all times.

If your child will not be attending the before/after school club we ask that you let us know so that we can amend our register to reflect your child's absence. This also applies if your child is sent home early from school and is due to be collected by us.

It is the parent's responsibility to ensure your child arrives in time to get on the minibus to be taken to school, or walked to school. If you arrive late and the bus or practitioners have left to go to school, the responsibility for taking your child to school remains with you the parent/carer.

Arrivals

Our practitioners will greet each child on their arrival, speaking to parents about any important/relevant information which needs to be passed on either to the after school club, or to the school. The children will be given breakfast in the form of cereal, toast and fruit juice.

Parents will be asked to sign their child/children in on our daily signing in sheet.

Escorting the children to and from school

Children will move between school and the Before and After school club either on foot or in the company mini bus.

All parents will sign a permissions slip prior to their child starting stating their agreement for their child to travel in the mini bus.

All trips to/from school will be accompanied by an adult. We will endeavour to gather all your child's belongings when they are collected from school but we do rely on the school to ensure that the children have everything they need when we collect them.

Departures

Practitioners will ensure that children are signed out of the before and after school club by a parent/carer when they leave the building.

We will ensure a swift handover to parents with a short discussion about any relevant information relating to the child's day.

Parents should ensure that their child knows each day the arrangements for their collection from school.

If a parent/carer is unable to collect the child from the after school club Poppies will require permission in writing or a telephone call from the parent/carer to inform us of who will be collecting the child. This will include the person's name, contact number and a password. We will not allow any child to leave with someone who is not the parent/carer unless we have been given permission.

The parent/carer must notify Poppies if they will be late collecting their child at the earliest instance. A late collection fee will be applied to any late pick up's in the form of £10 for every 5 minutes you collect past 6pm. In the event that a child is not collected we will endeavour to phone the parent/carer's and if we are unable to contact you we will follow our uncollected child policy.

Children will not be allowed to leave the club unaccompanied.