

## Arrivals and Departure Policy

The Kidz Lounge Before & After School Club recognises that the safe arrival and departure of the children in our care is paramount. The Kidz Lounge manager will ensure that an accurate record is kept of all children in the Club, please help us to do this by ensuring all the information we hold on your child/ren is up to date by either giving this information to a manager or updating your details on the on line booking system. Our register is live and all children are signed in or out by either a parent/carer or member of staff as appropriate.

### Escorting children to the Class/School

The Club and school have a clear agreement concerning the transfer of responsibility for children's safety. The school have a list of all children that attend the club after school and these are updated as required. At least one member of staff will escort the Infant children to their classroom to start their school day and endeavour to ensure they have all their belongings. **(Please ensure all your child's belongings are labelled as they can easily get lost)** For those children at Old Hall they will be walked to Old Hall leaving at approximately 8.30am. (Risk assessments have been carried out to ensure we know where the safest place to cross is and children are spoken to about expectations whilst walking to school)

### Arrivals

If arriving by car **PLEASE DO NOT PARK IN THE SCHOOL CAR PARK** this car park is for school staff only. We kindly ask that you park considerately on one of the roads surrounding school.

On arrival please come to the door at the upper school side and ring the bell. (go through the green gate to the right of the school office and follow round the front and side of the school and press the doorbell.)

Our staff will greet each child warmly on their arrival at the Club and you will be asked to sign your child/ren in on the register on our tablet, the time will automatically be recorded.

If you have a child in Westfield school and someone is collecting who doesn't normally regardless of whether they are on your emergency contact list please complete an orange form on arrival so that we can pass this on to your child's class teacher. This ensures everyone understands who is collecting after school and we can safeguard your child/ren effectively.

### Departures

Parents and carers are responsible for signing their child/ren out using the online register before leaving the setting. Children will only be released to an adult who has been authorised to collect them and is listed on the booking system, unless prior arrangements have been made with the Club.

To support the safe collection of children, parents and carers are able to provide a collection password during registration. If someone different from the usual authorised collector is collecting a child, parents or carers must notify the Club in advance.

If staff have any concerns regarding the identity or authorisation of the person collecting a child, a member of staff will contact the main parent or carer to confirm collection arrangements before the child is released.

Parents or carers must inform the Club as soon as possible if they are going to be late collecting their child. Please note that a late collection fee of £10 per 15 minutes will be charged for collections after 6:00pm.

### **Absences**

If a child is going to be absent from a session, parents must notify the Club in advance. This also includes absences due to school events such as sports days or parent involvement days.

If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If there is no explanation for the absence the Club will activate the Missing Child procedure. The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support for their child. If the Club is not informed, the Uncollected Children policy will be followed.

### **Changes in the normal school start and finish time**

Occasionally you may be informed that your child will need to be in school before the normal start time or arriving back after the normal school end time for example due to a school trip or event. Please ensure that you discuss this with a club manager in advance of the day. This will give us time to decide as to whether we are able to facilitate getting your child to or from school at the different time. Please be aware that there will be occasions that we will not be able to support this, however you will still be charged for this session.

### **Westfield After school club collections (clubs run through school)**

If your child attends Westfield school and has been offered a space on a club after school on a day they are booked into The Kidz Lounge, we will collect your child after the club finishes unless told by a parent/carer not to. The child/ren will be signed into The Kidz Lounge on our register and will need to be signed out the usual way.

### **Old Hall After School Clubs**

We are unable to collect Old Hall children from any after school clubs. If you decide to book your child onto an after-school club please let a member of staff know so that we can register them as absent on that day. You will still be charged for your session if it is a contracted day.