

Collection of Children from the Club

Procedures

Children can be collected from the club at any time from 3.30pm to 6pm. If collecting before 4.30pm, parents are expected to announce their arrival and ask Admin staff to phone the setting so their child can be brought to them. This is because we still have many children on the school site who are attending clubs and we have a duty to ensure parents are not unaccompanied in the building at these times. Those arriving from 4.30pm should again make themselves known to the front desk, and they will alert the Aftercare setting to your arrival. You will be expected to go directly to the setting to collect your child if they are in Years R – 3, or if your child has additional needs and an agreement has been made between parents and Aftercare Managers. Those pupils in Years 4 – 6 will be sent to the parent.

When collecting from the club, parents must allow sufficient time for discussions with staff prior to the end of their child's session, still ensuring that they leave the club by the end of the stated finish time (6pm). We suggest arriving no later than 5.50pm.

Parents or carers must sign out children as they are collected, and the time of collection noted on the register for that day. This is so staff are always aware of numbers. The signing out register for parents is kept at the front desk. Aftercare staff keep a record of the times pupils arrive at the setting and leave.

The club operates a password policy for people not known to the club in order for them to safely collect a child. If someone comes to collect a child who is not the known parents or carer they will be asked for the agreed password by the staff. If they give the correct password and the child knows the person, they will be allowed to leave. Once the password has been used it will be changed to ensure the child's safety.

St. George's Afterschool Club will refuse the collection of a child if a password has not been set in advance via writing or through the Lower School Admin staff.

It is the known parent or carer's responsibility to inform the club if another person is to collect a child.

No child will be allowed to depart from the After School Club to travel home independently.

If a parent or carer is late collecting a child, a penalty of £20 per fifteen minutes will apply after 6pm for the additional overtime of staff. This will be charged on every occasion.

The time parent/carer collects the child will be noted on the register and payment due within 14 days.

If the parent/carer fails to pay the fine in time, or to contact the club to advise when they will pay, St. George's School has the right to refuse them from using the club.

If Parents/Carers regularly abuse the 6pm deadline for collecting their child the following procedure will be initiated:-

In the first instance they will be issued with a warning by the Club staff and encouraged to collect their child on time

If they persist in being late within the same School Term they will be asked to leave the club and find alternative Childcare, which can accommodate for late collection times.

It is not the clubs intention to penalise those Parents or Carers who regularly collect their child on time, but to deter those consistently break the rules. If a parent / carer is unexpectedly delayed, the after school club should be contacted on 0121 454 0099 before 6pm.

If you are late, or know that you are going to be late collecting your child, please call us ASAP so we know not to implement the School's **Uncollected Child Policy**.

This policy was reviewed 2017

This policy will be reviewed 2018