



**Breakfast, After School  
& Holiday Club**

## **50: CHILD COLLECTION PROCEDURES POLICY**

Children are collected from school and escorted to the After School Club with a staff ratio of at least 1 :8. All staff have mobile phones to contact one another should any problem arise. The children are then walked to Kids Mix (after school club) and are constantly reminded how to walk in a safe manner and to keep together at all times.

On arrival a register is taken again to ensure that all children are present.

An accurate register is kept so it is important that all relevant forms are filled in when you register your child for the Club.

Please ensure that you have signed, and kept a copy of our Conditions.

It is important that we are informed when a child is not attending the Club due to absence from school.

### **PARENTAL PICKUP**

**REMEMBER** when collecting your children to sign them out including the time they are collected.

Please pick your child up at the correct time - if you are going to be late please contact the Club. Please see our Conditions regarding late collection fees.

Club staff will not allow children to leave the premises on their own.

**\*\*Temporary parental pick up update – COVID 19\*\***

Parents are to wait outside the building and a staff member will bring out the child. The staff member will also sign out for the parent with who collected, staff name and time.

July 2020