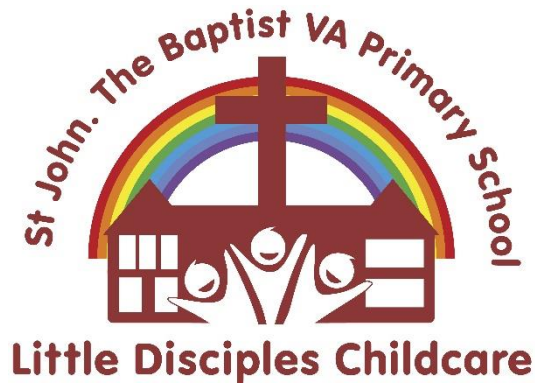


Little Disciples

Childcare



Arrival & Collection Policy

At Little Disciples Childcare our aims and objectives are to provide and develop a reliable, affordable and quality Wrap around care service which includes Breakfast Club, Nursery Plus, Afterschool Club & Holiday Club.

Approved by:	Little Disciples Senior Management Team
Adopted by:	Trustees of the Little Disciples Management Committee
Scheduled review date:	September 2024
Agreed by Person in Charge: <i>Signature & dated</i>	
Agreed by Responsible Individual <i>Signature & dated</i>	

Little Disciples Childcare

St John the Baptist Aided School
Chester Road
Penymynydd
Flintshire
CH4 0EN
Tel: 01244 478920
Littledisciples2015@outlook.com



Responsible Individual: Mrs Anna Stephens
Manager & Person in Charge: Mr Sam Gocher
Care Inspectorate Wales Registration Number: W1500003017
Charity Number: 1194380

Arrival and Collection of Children

ARRIVAL

- At Breakfast Club, Parents/Carers are required to use the brown porch entrance door and a member of staff will mark the child as present.
- Children attending Nursery Plus will already be in the Class 1 base, the staff running the Nursery Plus session will ensure that all children attending are present and complete a register on iPal.
- At After School Club, class teachers or playworkers accompany the individual child from the Early Years and Infant classes (Class 1 & 2) to the Club base.
- Junior children (Class 3 & 4) are led down the stairs with their classes and are then directed to the school hall and welcome by the staff.
- Each class teacher has a weekly register in their classroom, so they know which children are attending the setting, any changes to the registers are communicated to the teacher in charge of the class daily for any adhoc/changed bookings.

COLLECTION

- Children that are attending Nursery Plus will either be collected at 3pm or will attend the afterschool Club (Wrap Around Care). If a child isn't booked in for the afterschool Club, they will be dismissed from the main club entrance (Brown porch door) by a member of staff and signed out on the register. The children who are attending afterschool Club will be able to continue to access the activities and resources.
- Parents must collect their children by 6pm at the latest and by ringing the doorbell at the brown porch door unless stated otherwise.
- Parents must give the names of all persons authorised to collect their child when signing up to iPal (booking/management system). Only persons named on this form will be able to take the child along with the collection password, from the setting unless prior arrangements in exceptional circumstances have been put in writing by the main contact for the child to the setting Manager. The setting also reserves the right to make additional checks if considered appropriate in these exceptional circumstances.
- Under no circumstances will a child be released to an unknown person. It's always best to check with the parent/carer if unsure of who is collecting the child.
- It is the responsibility of the parent / carer to ensure that any changes to the named individuals who can collect their child are communicated to the setting Manager both in writing and verbally. They should also ensure their iPal account is up to date.
- The person collecting a child must approach a play worker so that play workers know who is being collected, and by whom, and can sign the children out.
- Daily attendance records are updated promptly with the time children are collected.

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- If a parent/carer is late collecting their child, the setting reserves the right to make a charge of £15.00 for up to 15 minutes the parent is late, £30.00 for up to 30 minutes the parent is late and so on, to cover wages of staff who will be required to remain with the child(ren) until they are collected.
- In the case of a parent/carer failing to collect the child, the Manager calls the main contacts (including emergency contacts) to come to the setting to take the child home. In the event of no contact being made after 15 minutes of the setting closing time, the Manager contacts the Duty Officer (0845 0533116 after 5pm) at Social Services to advise them of the situation and take their advice on further action. The registered person/responsible individual is also informed.
- No child will ever be left unsupervised because a parent/carer has failed to collect them.
- If there are concerns when a child is collected that to hand over the child may be placing the child at some risk, the playworker seeks advice from the manager/designated child protection officer who will speak to the parent/carer and do what is reasonable in the circumstances to safeguard the child's welfare.

Holiday Club

Arrival

Children attending holiday club are required to ring the doorbell on the brown porch door with their parents/carers, they will be greeted by a member of the Little Disciples Team and a member of staff will sign them into the setting.

Collection

When collecting their child/ren the parents/carers are required to ring the doorbell on the brown door and again be greeted by a member of the Little Disciples Team. A member of staff will then sign the child out using the iPal system.