



**a new
concept
of after
school.**

DUBLIN - IRELAND

Dropping-Off and Collection of School Aged Children Policy

Introduction:

This policy outlines the procedures and guidelines for the safe and secure dropping-off and collection of school-aged children at The Little Peter After School. The policy is designed to ensure the well-being of children during these transitions and to provide clear communication to parents, guardians, and school-aged children.

Availability and Communication:

This policy is readily available and will be communicated to all parents, guardians, and school-aged children. Copies can be requested from the administration office or accessed on our website.

Procedures for Drop-Off and Pick-Up:

Drop-Off Procedures:

Parents/guardians must accompany their children to the designated drop-off area. Children must be signed in by the parent/guardian upon arrival. Staff will be present at the drop-off area to supervise and ensure a smooth transition into the service.

Pick-Up Procedures:

Parents/guardians must pick up their children from the designated pick-up area. Children must be signed out by the parent/guardian at the time of collection. Staff will supervise children until they are collected..



Supervision During Collection Times:

Children will be supervised by staff during all collection times.

Staff will ensure children enter and leave the service safely.

Supervision includes monitoring the designated areas to ensure children's safety until they are collected.

Authorized Persons for Collection:

Only individuals listed on the child's authorized collection form are permitted to collect the child.

Parents/guardians must provide written notification for any changes to the authorized persons list.

Procedure for Non-Authorized Persons:

If a non-authorized person arrives to collect a child, the following steps will be taken:

Staff will verify the identity of the individual.

Staff will contact the parent/guardian for confirmation.

The child will not be released until authorization is confirmed.

Procedures for Unusual Circumstances:

Late Collections:

Parents/guardians must inform the service if they will be late.

Staff will remain with the child until they are collected.

After a specified period, if parents/guardians cannot be reached, emergency contacts will be called.

If a Child is Not Collected:

Staff will attempt to contact the parent/guardian and emergency contacts.

After an extended period, if no contact is made, the service may contact local authorities for assistance.

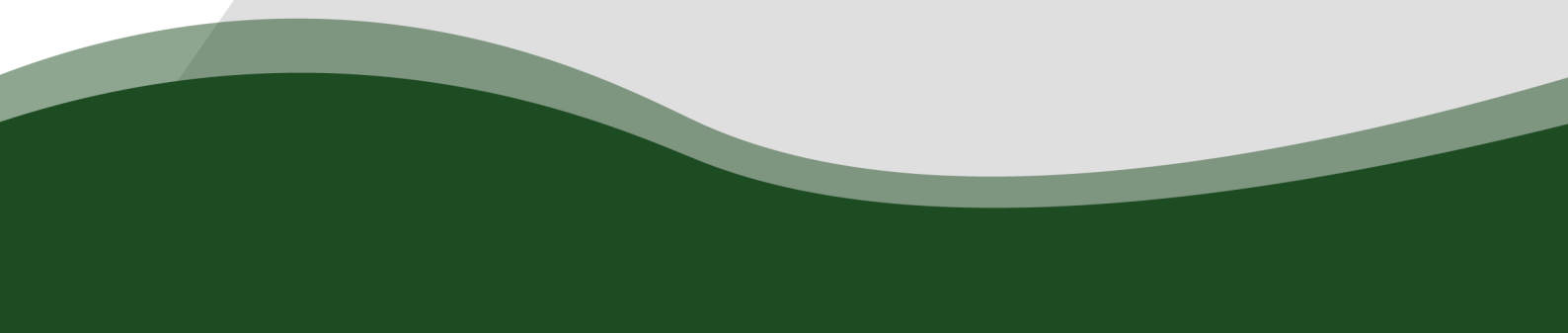
Unfit State for Collection:

If a parent/guardian or nominated person arrives in an unfit state, staff will:

Assess the situation and prioritize the child's safety.

Contact an alternative authorized person to collect the child.

If necessary, seek assistance from local authorities.



Transportation Procedures:

Children will be transferred from the school to the school-age childcare service by walking.

Two staff members will accompany the children during the walk.

The room leader will be responsible for contacting parents if any situation arises that requires communication with them as they will have the School Mobile.

Children will wear safe vests for visibility and safety.

Children will be trained on proper street-walking procedures during the collection process.

Insurance:

Children will be adequately insured during transportation to the service and from where the service provider is the agent of collection.

Insurance coverage details are available upon request from the administration office.

Conclusion:

The safety and well-being of children are paramount. By following these procedures, The Little Peter After School aims to provide a secure and reassuring environment for both children and parents/guardians during drop-off and collection times. For any questions or further information, please contact the administration office.

Policy Review:

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with relevant regulations.

A handwritten signature in black ink, appearing to read 'Heather', is positioned above the date. The signature is stylized with a large initial 'H' and a cursive 'eather'.

Last update: 02/05/2025