

# **Cheeky Monkeys Out of School Club**

## **Arrivals and Departures Policy**

Cheeky Monkeys Out of School Club recognises the importance of having robust systems in place for the safe arrival and departure of the children in our care. This policy has been written alongside the Coronavirus/COVID-19 to ensure government guidelines have been followed to ensure this continues.

The manager will ensure that an accurate record is kept of all the children in the Club, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during the session.

### **Access**

Access to Cheeky Monkeys is through the main school office reception area. It is operated on a door bell system located next to the school office hatch. The school car park entrance must not be used for dropping off or collecting children.

### **Arrivals**

- Please follow the school procedure, only allowing one family at a time within the reception/entrance area. Here your child will be collected by a member of the Cheeky Monkeys Team. Staff will record the child's attendance in the daily register straightaway, including the time of arrival.

### **Departures**

At the end of the Breakfast club;

Early Years Foundation Stage (EYFS) children will be escorted to either Little Owl Nursery or Highfields Primary Reception class by a member of staff. All other children will be dismissed to their classrooms.

At the end of After School club;

Collection of your child/children will be via the school reception/entrance area. Please use the bell next to the hatch to notify the team.

Please follow the school procedure, only allowing one family at a time within the reception/entrance area. Here your child will be brought to you by a member of the Cheeky Monkeys Team.

Staff will sign your child out to avoid the sharing of pens and to try and reduce the time in the setting.

If the reception/ entrance is already occupied, please queue along the front on the school.

Children can only be collected by an adult who has been authorised to collect them on the registration form.

The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. The manager will contact the main parents or carer for confirmation if they have any concerns regarding departures and the adult will be asked to use the password given on the registration form.

The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children Policy** will be followed.

#### Absences

- If a child is going to be absent from a session, parents must notify the Club in advance.
- If a child is absent without explanation, staff will contact the parents, carers or 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.

This policy was adopted by: Lisa Drover	Date: 5/11/21
To be reviewed: November 2022	Signed: