

Kids at Play Waterford Policies and Procedures

Drop Off and Collection Policy

Last Review Date 31/3/2022
2020

Policy No. 12

Issued:

Last Review and Update 30/08/22



Policy Statement:

It is the policy of Kids at Play Waterford to provide a collection service to local schools. We do not currently provide a drop off service.

The purpose of this policy is to ensure that children are safely dropped to and collected from their primary school.

This policy has been sent by email to all parents/guardians of children enrolled in Kids at Play Waterford. It is available on site also and will be communicated to all parents, guardians and school age children.

It is our policy to provide Parents/Guardians with the following information prior to commencement with our Afterschool Club:

- School Calendar
- Photos of Staff members authorised to collect and invitation to meet same prior to commencement.
- Afterschool Policies & procedures (available to view on our website).
- Email confirming details of collection times and commencement dates, etc.

Procedures:

- Parents must inform the school management of the drop off and collection times for their child's school and inform the after-school coordinator of any changes such as:
 - Change in drop off or collection time (Kids at Play Waterford will always endeavour to accommodate the change in collection time).
 - School closure.
 - If a child is absent from school.

Staff authorised to collect children are fully Garda Vetted and authorised to collect the school children. It is our intention to have the same staff collect children daily from their school so that the children are familiar with them. However, in the event that this staff member is absent due to illness, etc. the parents/guardian will be contacted to inform them that another staff member will be collecting.

Kids at Play Waterford Policies and Procedures

Drop Off and Collection Policy

Last Review Date 31/3/2022
2020

Policy No. 12

Issued:

Last Review and Update 30/08/22



Collection Routine

- All children will be collected directly from their teachers or SNAs at the school.
- If a child is not present at the collection point on the day and time that they are required to be collected by Kids at Play Waterford, and the service has not been previously notified, the staff member responsible for the collection of that child will contact the parent/carer.
- The staff member will remain at the school until the reason for the child's absence has been determined and his/her safety has been established.
- Kids at Play Waterford does not provide collection service from after school extracurricular activities.
- On arrival at Kids at Play Waterford premises, the children will be marked present in Afterschool roll book and time of collection by authorised person will be marked when they leave with staff signature.

Mode of Transport:

Children are collected by staff and transported by car, bumper/car-seats will be provided as necessary, and staff will have relevant car insurance.

Persons authorised to collect children from Kids at Play Waterford:

Children can only be collected by those written as authorised to collect on the child's file, unless notified in advance by parent/guardian. Should an unauthorised adult arrive to collect a child, the service's staff must contact the parent/guardian to confirm consent (and noted in the roll-book) before the child will be allowed to leave the premises.

In the case of a parent/guardian being deemed in an unfit state to collect a child, the service staff will contact the next of kin or emergency contact/Tusla and or An Garda Síochána in that order as deemed necessary.

Late collections/if a child is not collected:

In the unusual circumstance of a child being collected late from our services the staff will attempt to contact the parents/guardians on file and, thereafter, the emergency contacts as necessary. Under no circumstances will a child be left unattended to wait for collection; we will ensure that a staff member stays with the child until an authorised person arrives and a late fee will be applied.

Kids at Play Waterford Policies and Procedures

Drop Off and Collection Policy

Last Review Date 31/3/2022
2020

Policy No. 12

Issued:

Last Review and Update 30/08/22



If a child has not been collected and significant time has lapsed the above will apply. In the event that a staff member cannot make contact with those on file and only in extreme circumstances, An Garda Síochána and Tusla will be contacted.

Review:

Management, in consultation with staff, monitors and reviews the effectiveness of the policy yearly or as required.