



Wraparound and Preschool Care

Aldermaston Oaks • Big Oaks • Little Oaks • Mini Oaks • Priory Oaks • Silchester Oaks

ARRIVAL AND COLLECTION POLICY

Daily Register

It is the responsibility of the Playleader/Manager to ensure that an accurate record is kept of all children in the club/preschool and that any arrival and departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times.

Medicine

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must be aware of the Administering Medicine Policy and have completed the Request to Administer Medicine form.

Please also ensure that you inform us in writing at or before drop-off if your child has had any over-the-counter/non-prescription medicine (such as Calpol or Calprofen) in the 12-hour period before they attend our setting.

Sickness/Absences

It is very important that you notify the Playleader/Preschool Manager in advance if your child will not be attending a booked session due to illness or alternative arrangements.

At our wraparound clubs, we are not part of the school and will not be aware if, for example, your child is off sick or being picked up directly from school.

Our staff will always try to understand the causes of prolonged absences and give support when necessary so do send information related to health issues, whether or not this has resulted in an absence. This is to ensure that we are alerted to any infections/illnesses that we need to inform other parents about e.g., chickenpox. It is also beneficial to inform us so that we can best support your child on returning to club after they have been unwell.

Arrivals

On arrival at our setting, the child's attendance will be recorded in the daily register including their name and time of arrival. When children arrive at after school club at the

end of lessons or school-run clubs, a member of staff will record the child's attendance in the daily register including the time of arrival.

If a child is booked and expected to attend one of our settings but is not present to register, a call will be made to the parent/carer to check/confirm that the child should not be with us that day. They will not be marked absent until we have confirmation from parent/carer that they should not be attending that session.

Collection

Children can be collected from after school clubs at any time between the club opening and club closure (6.00pm for all clubs except for Big Oaks which closes at 6.30pm during term-time). At Mini Oaks, collection times are either 12pm for the morning session and 3pm or 4pm for the afternoon session/late collection. If you need to pick up outside of these times, it is important that you let us know in advance, as, without knowing this, the children may be off the premises on a trip or Forest School.

It is very important that you collect your child on time and notify us in advance of any changes to collection arrangements.

Upon departure, the register will be updated to show that the child has left our care, and the time recorded.

Alternative arrangements

Anyone collecting the child must know the password provided to us and provide suitable identification on request. If the child is to be collected by someone other than the primary or secondary parent/carer this must be notified to a member of staff in advance. In the event of someone arriving to collect the child who is not the primary, secondary or emergency contact, and has not been notified/introduced to us in advance, the child will not be released until parental permission has been received.

It is important that at all times one of the primary, secondary, emergency contacts or additionally notified contacts is able to collect within one hour of a phone call or, at the very latest, by closure times.

Alternative permission and arrangements for children leaving the club alone, or with older siblings (aged 11+), at the end of session or during a session will be discussed between the Playleader and parents/carer based on the understanding of the child's age, maturity and previous experience. Written consent to alternative arrangements will need to be given to us by the parent/carer before any alternative arrangements can commence. No child under age of 8 will be allowed to leave the club unaccompanied.

If the parent/carer or emergency contact is going to be late to collect their child, staff must be informed of this on arrival or as soon as the parent/carer is aware of a delay

Late Collections

In the event of a child not being collected by the closing/collection time as above, following steps will be taken:

- The Playleader/Manager will contact the primary and secondary contact.
- If no reply, the emergency contact numbers will be used.
- We will not allow a child to leave with any other adult unless the parent/carer gives permission to the club directly.
- Late collections will be monitored and discussed with parents/carers if repeated.
- If parent/carer is late in collecting their child without prior arrangement or warning or is persistently late, they will be liable to pay a cost of £10.00 for the first 15 minutes, and a further £5.00 for each 5 minute period thereafter.

If the child is not collected by half an hour after the booked collection time from Mini Oaks, by 6.30pm from Little Oaks, Aldermaston Oaks, Silchester or Priory Oaks and 7.00pm from Big Oaks, there has been no communication from the parent/carer or designated adult and we have taken every reasonable action to make contact, the following procedure will be followed:

- Social Services will be contacted and further action will be agreed.
- A notice will be displayed on the front door/gate indicating what action has been taken.

Walking Policy

Little Oaks Breakfast club is held at Mortimer Community Centre so the children are regularly walked to over to school in time for school start. Staff may occasionally walk children to and from other clubs so our policy is as follows.

- Any size group will at least have two adults to accompany children, and more for larger groups according to our staffing ratios.
- All staff will be wearing recognisable work wear, including high visibility vest /coats
- All children will have high visibility vests
- Risk assessments will be done regularly on the route to the school, park or other areas.
- When crossing the road children, usually walking in pairs, will line up safely off the road with one member of staff at front and one at back. We only cross the road at designated road crossing points, such as a zebra or pelican crossing.
- Children will be taught about road safety so that they know when and how to cross the road safely.
- Staff will make sure children's back packs are worn carefully.
- Staff will not go into the road to stop traffic except when escorting children from Little Early Oaks to St John's School.
- Staff will always carry a mobile phone.
- At least one member of staff will be first aid trained.

Version History

Date:	Version:	Summary of Changes Made
02 Nov 2020	1.0	Issued
May 2022	1.1	Updates made to reflect that collection and drop off arrangements have remained changed since COVID-19
Feb 2023	1.2	Added requirement for parents to provide relevant details of illness/sickness absence, and any self-prescribed medicine administered prior to their attendance at our setting. Clarified Mini Oaks timings for late collections

See Related Policies:

Health, Hygiene and Safety Policy

Administering Medicine

Illness and Accident Policy