



Dropping off and Collections Policy and Procedure

(Afterschool Pickup and Drop Off)

Collection Policy School Age Childcare Service from School

Principles

We do acknowledge that parents/guardians have work commitments and if so, a collection can be arranged for throughout the year.

Statement of Intent

It is the responsibility of the parent to make the necessary arrangements to get the child/children to the service and to inform the service in writing of these arrangements. Where the service agrees to collect the children from the school. Signed consent will be sought from the parent / .

Policy and Procedure

The children will be escorted by a known staff member who will always carry proof of identity. Prior contact will be made with the children and the school for new staff members. The children will meet the staff in an arranged place and a register will be taken. Should a child be missing, the staff member will confirm with the school if the child was absent from school that day.

This will cause delays for the staff and other children therefore we would request that the parent informs the service by telephone if a child will not be attending on any day.

The children will go in a group directly from the school to the service by the safest most direct route. In the interest of child protection and to comply with legislation child / staff ratios will always be adhered to .

The individuals who collect your child are all employed by our services and comply with our recruitment policy and procedure.

Any parent who wishes to avail of the school Collection, need to give at least 48hours notice to a staff member to arrange pickup and a driver.

Unfortunately, there are incidents when a collection is not possible and the parent will be informed. It is the parents/guardians responsibility to inform our services/ centre setting if the child is not in school and therefore does not need to be collected.



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It must be stated that if the decision to go on holiday during a school term is made, the fee for collection must still be paid in order to secure your child's place upon their return to the afterschool setting.

If your child is on a school trip and it is stated "approximate time of return to the school", it is your responsibility to organise school collections as we cannot send a driver down to collect your child without a specific time known.

Schools from which we collected from include:

St Agnes School (Scoil una Naofa)

Holy Spirit School

Marist School s

Bishop Shannon School

Moran Road

(Other schools are acceptable, but this will depend on the amount of drivers)



Dropping off and Collections Policy and Procedure

Pick Up and Drop Off From The Services

Drop off and Collection Policy Childcare **Service**

Principles

Due to Covid19 our Drop off and pick up service Policy has been updated and reviewed to ensure all guidelines and safety measures are met for well-being of all staff children and parents and extended family members we work alongside.

It is most important to us at Precious Children Daycare we work as a partnership with all parents/ guardian going forward during these challenging times.

We do acknowledge that parents/guardians have work commitments and if so we will do our best to accommodate parent in our services. A Drop collection can be arranged for throughout the school year.

Statement of Intent

It is the responsibility of the parent/ to make the necessary arrangements to ensure that their child/children arrive to the service at the appropriate time Allocated to their class.

Signed consent form with arrangement regarding times of dropping off and pick up for your child/children to and from the service.

Agreement form upon arrival times for your child/children's class will be allocated in our parents/ guardian information pack. This form will need to be returned to our service with all the necessary forms for starting your child/ children in creche.

If you are running late please contact our service as soon as to possibly to allow us to make arrangement for your child.



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Pick Up and Drop Off From The Services

Policy and Procedure

You're Child/ Children will be met and greeted at the main entrance by a staff and escorted into the premises.

We would appreciate if all parents/ guardians could keep to their child/ children allocated class time for drop off and pick up.

Social distance markers are provided outside our premises.

Communication about your child / children daily activities and well-being will be in your child/ children record copy book. Any other queries will be dealt with over the phone or by making appointment only.

In event of emergency occurring with the picking up or drop off time of your child / children. We would appreciate you contact the service as soon as possible on these numbers 01-4067799 / 085-2701809

The persons authorised to collect your child name must be on the form.

It is the parents/guardians responsibility to inform our services if your child will not be attending creche.