

**COLLECTIONS POLICY**

A staff member is responsible for calling a roll of all children attending Belmayne After School Club.

This roll enables staff to know if a child is absent as well as acting as a reminder to children that they are to attend after school on a given day.

* Junior and Senior Infant children will be collected from their teacher when school ends.
* All other children must make their own way to Belmayne After School Club.
* Parents will be given an Enrolment Form before their child starts in the program**.**

This Enrolment Form leaves space for parents to fill in two names, apart from their own, of people whom they give permission to collect their child.

* If someone other than these authorised people arrives to collect a child, the parent must be called and the collection approved before the child leaves the premises.
* After School have a sheet for Parents/Guardians to sign out their child at the collection. Staff will also have a sign out sheet themselves.
* If a Parent rings/text to say someone else is collecting their child this will be written on the daily sheet so that all staff are aware.
* If children are lining up for yard (or coming back from the yard) Parents/Guardians cannot take them until all group reach the yard or after school room(s) and sign them out.

After School Club closes at 6pm sharp.

Any time after that will incur a charge of €10 which will be added to your bill

This policy was adopted by: After School Club

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of Management

This policy will be reviewed on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in collaboration with staff and parents