

Daily Arrival and *Collection Policy*

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

The attendance sheet it's been shared with all working staff through Google Drive. Staff will have access to this sheet on their phones and all working staff will see any updates/changes made in that sheet.

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 Collection

- Junior and Senior Infant children will be collected from their teacher when school ends.
- Junior Infants are collected and supervised by Karolina and brought to the after school that is located on the same floor as their classrooms
- Senior Infants are collected and supervised by Maeve and brought to the after school that is located across from their classrooms

1st – 6th class Collection

- All other children must make their own way to Belmayne After School Club that is located in the school building.
- 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 will sign the child out in the Google Drive attendance sheet.
- 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.
 - ***Afterschool at 2.20 Home Line collection.***
 - a. *The collection will be operated in the yard next to PE Hall exit door*
 - b. *Sign at the door visible for parents/guardians will be displayed.*
 - c. *Parents will have to line up by the fence to collect their child and the child will be sent onto them once the staff recognize the parent/guardian. All parents/guardians must be wearing face covering while enter the school yard due the COVID -19 guidelines.*
 - d. *All children will be awaiting for collection with the staff in the yard.*

Arrangements for children collection from the after-school club by their parents/guardians after 2.20 home line and 6p

- Collections will be proceed by the PE Hall entrance/exit door.
- Parents will need to present themselves through the glass door and knock and when the parent/guardian has been recognized the child will be sent to the door for collection.
- If a parent is running late for the 6pm collection contact will be made with the parent that usual collects the child at that time and if the parent will arrange someone else to collect the child the staff will have to wait until the collection. Parents will be charged extra fees for late collections after 6pm which is €10 and it will be sent in the separate invoice.
- If a parent or authorized person arrives in an unfit state to collect the child the staff will have to ask the parent/authorized person to make arrangements for collection and will need to contact nearest Garda Station (Coolock) and contact Tusla.

After school staff will sign out after each child with details such as who and what collected the child.

Child did not arrive at their allocated time.

1. If a child is due to come in to after school and does not answer to his name during roll call, please check with their teacher immediately and if the child was collected from school.
2. If the teacher confirms that the child left for after school but never showed up, please ring parents straight away and let them know. All details are kept in the Reg Forms. Some of the numbers are saved on the after school phone.
3. The After School manager will ask for assistance from any of the ISM members (looking for a child around school and/or Belmayne or/and the area in which the child lives).
4. If there is no sign of a child and/or parent/guardian confirmed that the child did not arrive home then the after school manager will contact the Garda and ask for help.
The nearest Garda Station: (Coolock phone number 016664200)
4. When all names are being called the staff member calling the roll will ask if everyone present in the room were called. If not the staff member will add the child's name to the attendance sheet.
5. If a child- that never attends After School was dropped by a teacher then the after school staff will confirm that the child`s teacher contacted the parents, so that parents are aware that their child is in the after school and hourly fees will apply.

6. Notifying the after school about absence from after school

It is in the best interest of your children safety to inform After School in relation to the absence of your child from the club.

Parents/guardians are asked to inform the after school on the first day of the child's absence, by text message, phone call or email - please include your child`s teacher in the email.

This policy is available on the school website in the Afterschool Care section and also through email or a hard copy on request from parent/guardian and staff. Also its verbally presented to children attending after school.

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: 1/09/2021

This policy will be reviewed on (date) 1/09/2022 2022 in collaboration with staff and parents