
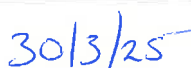

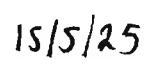
 Killorglin Community Childcare Centre CLG		<b>DROP-OFF AND COLLECTION DURING A PANDEMIC POLICY – EARLY YEARS AGE CHILDREN</b>			
POLICY NO.:	<b>CCP No. 23</b>	REV. NO.:	<b>4</b>	REV. DATE:	<b>01.04.2025</b>
PREPARED BY:	 Centre Manager			Date:	
APPROVED BY:	 Board of Directors			Date:	

### Aims:

This document is provided to explain Scamps and Scholars' policy and procedure on drop-off and collections during a pandemic (Covid-19) situation for all children and staff in our centre.

We will work with parents, staff and children to ensure that the health and safety of everyone during drop off and collections is guaranteed as much as possible.

**Centre opening hours and staggered drop-offs and collections will apply, please ensure you follow all guidance.**

### The following steps will be in place for Drop Off:

- Social distancing will be adhered to and clear marking and signage will be in place at the entrance of each setting.
- Staggered start times for the rooms operating will be in place to avoid pooling of parents and families at the centre's entrances.
- No parents/guardians will be permitted to enter the centre for health and safety reasons, unless absolutely required to do so.
- A member of staff will greet the parent and child at the entrance. Children's temperatures will be taken prior to handover.
- Three rooms (Bumble Bees, Butterflies and Toddlers) will utilise the front door/main entrance.
- Wobblers, Junior Preschool and Ladybirds will access their rooms from the rear of the building.
- Caterpillars will access their room from the side of the building.
- Full signage is in place to assist all in navigating these drop off and collection points.

***In the event the child's temperature is 38 °C or above, the child will be excluded for a minimum of 24 hours and kindly and quietly, asked not to attend the centre.***

- The child's hands will be washed and brought to their base room and settled by a staff member.
- Handovers will be time limited, however any important information regarding the welfare of the child will be communicated as quickly as possible.

***If a child is collected outside of the drop off and collection times, contact via phone must be made 10 minutes before, so the child is ready for collection. A member of staff will complete a handover at the appropriate entrance.***

**The following steps will be in place for Collection:**

- Social distancing will be adhered to and clear marking and signage will be in place at the entrance of each setting.
- Staggered collections for each room will be in place and parents are not permitted to enter the building.
- A member of staff will greet the parent and give a brief rundown of the child's day.
- Handovers will be limited, however any important information regarding the welfare of the child will be communicated as quickly as possible.

**Resources:**

- PPE
- The phone system can accommodate direct access to each room via the rooms extension number.

**Review:**

This policy will continuously be reviewed during pandemic situation (COVID-19 or other) period and as per public health guidance.

See also Arrival and Departure Policy (No. CCP4).