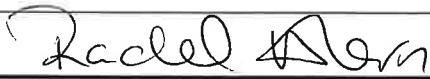

 Killorglin Community Childcare Centre CLG		PROCEDURES FOR ARRIVAL AND DEPARTURE POLICY			
POLICY NO.:	CCP No. 4	REV. NO.:	10	REV. DATE:	01.04.2025
PREPARED BY:	 Centre Manager			Date: 2/4/25	
APPROVED BY:	 Board of Directors			Date: 15/5/2025	

Scamps and Scholars' objective is to ensure a safe and secure arrival and departure of the children within our care.

The children are the responsibility of their parents/guardian until handed over to a staff member and again when collected at the end of the session/day from the staff member.

- Children must be accompanied by a parent or authorised guardian (18 years and over) and left in the care of one of the staff of the centre.
- If a child is to leave early, i.e., before normal finishing time, the parent/guardian must notify/collect from one of the staff members.
- A person dropping or collecting a child must be the **age of 18** or over and must be named on the Enrollment/Registration Form as a designated person to collect the child. If a parent/guardian wishes to nominate an additional person on a particular day they must phone ahead and clear this with a staff member. Children will not be released to any person without prior notification to the Centre.
- Parents must phone the centre as early as possible and no later than 10am, or send a message on the Childpaths system, if their child will not attend the centre on a particular day and afford a brief explanation.
- In the event of change in family circumstances, e.g. separation, the existing agreement in relation to the collecting of children is binding until such time as a legal arrangement is put in place for custody of the child(ren). In the event of a mutual agreement between parents being formed, the parents are asked to contact the Manager (or other authorized person) of the Centre to discuss it and amend the Enrollment Form. A copy of any legal agreement will be required in such circumstances and if it is an agreement made between the two parents, a letter signed by both parents outlining such an agreement, will be required by the centre. (See also Parents as Partners Policy).
- Parents are asked not to put staff members in difficult situations regarding collecting children.
- Upon late arrival of the parent at departure time a late collection fee may be applied. This fee will be €10 without exception. The late collection fee is primarily to cover the cost of maintaining staff/child ratios. It is also to ensure that parents strictly observe the scheduled closing time.
- Members of the Board of Directors or other designated committee members are not deemed to be late when collecting children after the agreed time if they are engaged in official work in/for the Centre.

- Any authorised person collecting a child must be in a fit state to take the child into their care. Scamps and Scholars reserve the right to decline the handover of a child if that person is, in the opinion of staff and/or management, unfit to care for the child in question. In this case another person on the collection list will be contacted to facilitate collection. Should no other authorised person be available to collect the child we will revert to our child protection policy and enact same to deal with the situation.
- We may have information on your child's care to exchange with you on collection and we would ask for your patience while this process is undertaken. It is also expected that parents, when dropping their children will exchange any relevant information regarding their child's care at that time. If you do not want this exchange to occur at the door of the room/building, please request a staff member to call you by phone on your departure.
- Sensitive information exchange in either direction should be carried out with a level of discretion applicable to the information. Please be aware that we are happy to make/receive phone calls or receive emails relating to such information and its exchange.
- Attention must be given to the car park area outside the centre on arrival and departure. An appropriate speed that is safe should be adopted in advance of entering this child populated area.
- Great care must be taken when reversing in this area.
- Inappropriate driving on the grounds of the centre will be relayed directly to the parent/guardian involved and a modification of such behavior will be required thereafter.