

Policy No. 62 – Drop off & collection Policy (Covid)

REV: 02 DATE: 05.01.21

This policy is available to all our service users. It will be communicated through our website and also through the parental information disk that contains all our policies & procedures. There is also a copy of this policy in the reception area of our service and also on display (child friendly version) in the school age service rooms.

Aims

This document is provided to explain Scamps & Scholars policy and procedure on Drop Off and Collections protocol during Covid 19, for all children and staff in our centre.

We will work with both parents, staff and children to ensure that the health and safety of everyone during drop off and collections is a smooth transition.

Centre Opening hours /Staggered drop/collections will apply, please ensure you follow 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 at Scamps & Scholars will be in place to avoid pooling of parents & families at the centre's entrances.
- No parents/guardians will be permitted to enter the centre unless required to do so for health & safety reasons.
- A member of staff will greet the parent and child. Children's temperatures will be taken prior to handover.
- Three rooms (Bumble Bees, Butterflies & Toddlers) will utilise the front door / main entrance.
- Wobblers, Junior Preschool & 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 / 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 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 management will greet the parent and give a brief handover 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 be continuously be reviewed during COVID-19 period and per public health guidance.

See also Arrival & Departure Policy (No. 4)

APPROVAL DATE: _____

IMPLEMENTATION DATE: _____

SIGNED: _____

(On behalf of the Board of Directors)