

## POLICY NO.4 PROCEDURES FOR ARRIVAL & DEPARTURE POLICY

REV: 08 REV. DATE: 11.08.2021

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 from the staff member.

- Children must be accompanied by a parent or authorised guardian (18 years & over) and left in the care of one of the staff of the centre. A child must be dropped to his or her designated room entrance by the parent/guardian.
- When the child leaves for the day the parent must notify one of the staff members.
- A person dropping or collecting a child must be over the **age of 18** 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 if their child will not attend the centre on a particular day.
- 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 in place for custody of the children. 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 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 of 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 are not deemed to be late when collecting children after the agreed time if they are engaged in official work in the Centre.
- Any authorised person collecting a child must be in a fit state to take the child into their care. Scamps & Scholars reserves the right to decline hand over 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 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.

**APPROVAL DATE:** \_\_\_\_\_

**IMPLEMENTATION DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
**(On behalf of the Board of Directors)**