



Drop-off & Collection of Children Policy

Policy Statement: It is the policy of Ballybrack/Killiney Montessori & Afterschool to provide a drop off and collection service to local schools.

The purpose of this policy is to ensure that children are safely dropped to and collected from their primary school.

It is our policy to provide Parents/Guardians with the following information prior to commencement with our Afterschool Club:

- School Calendar
- Photos of Staff members authorised to collect and invitation to meet same prior to commencement.
- Afterschool Policies & procedures (available to view on our website).
- Email confirming details of collection times and commencement dates, etc.

Procedures:

- Parents must inform the school management of the drop off and collection times for their child's school and inform the after-school coordinator of any changes such as:
 - Change in drop off or collection time (Ballybrack/Killiney Montessori & Afterschool will always endeavour to accommodate the change in collection time).
 - School closure.
 - If a child is absent from school.

All our staff are fully Garda Vetted and authorised to collect the school children. It is our intention to have the same staff collect children daily from their school so that the children are familiar with them. However, in the event that this staff member is absent due to illness, etc. the parents/guardian will be contacted to inform them that another staff member will be collecting.

Drop off & Collection Routine:

- All Breakfast Club children will leave on foot with Afterschool Staff giving sufficient time to get to their school for line-up (Johnstown children leave at 8.30am sharp on foot and latecomers cannot be accommodated after 8.30am). The afterschool staff member will remain with the children until they have entered the school building and are then in the care of their Primary School Teacher.



- Junior and senior infant classes: Children will be collected directly from their teachers at the primary school.
- 1st to 6th class: A meeting point within the school grounds will be established. All children will meet the Ballybrack/Killiney Montessori & Afterschool staff member at that meeting point and checked off a list.
- If a child is not present at the collection point on the day and time that they are required to be collected by Ballybrack/Killiney Montessori & Afterschool, and the service has not been previously notified, the staff member responsible for the collection of that child will contact the parent/carer.
- The staff member will remain at the school until the reason for the child's absence has been determined and his/her safety has been established.
- Ballybrack/Killiney Montessori & Afterschool does not provide collection service from after school extracurricular activities.
- On arrival at Ballybrack/Killiney Montessori & Afterschool premises, the children will be marked present in Afterschool roll book and time of collection by authorised person will be marked when they leave with staff signature.

Mode of Transport:

Whenever possible a 'walking bus' will be the main mode of transport from local schools, weather permitting. If the children are dropped off/collected by staff and transported by car, bumper/car-seats will be provided as necessary and staff will have relevant car insurance updated. A copy of our Preschool & Afterschool insurance is displayed in our lobby area and covers our staff and children whilst walking to and from Primary schools and whilst on the premises.

Additional Care during School Closures:

Camp will be run by Ballybrack/Killiney Montessori & Afterschool during Halloween mid-term, Easter, the month of July and first two weeks of August at an additional cost.

In the unusual event of a primary school finishing early for any reason, e.g. staff meeting, in service training, etc. Ballybrack/Killiney Montessori & Afterschool cannot guarantee that we will be available to collect at these times. However, with sufficient notice we will endeavour to facilitate these collections as best we can, whilst staying within ratio.

Due to our strict staff to child ratios for preschool children in the morning Ballybrack/Killiney Montessori & Afterschool cannot facilitate full-time (8am – 6pm) care for Afterschool children should their primary school be closed for the day (other than



during camp times). We will, however, be able to provide afterschool care should the children be dropped to us at the usual school finishing times.

Persons authorised to collect children from Ballybrack/Killiney Montessori & Afterschool:

Children can only be collected by those written as authorised to collect on the child's file, unless notified in advance by parent/guardian. Should an unauthorised adult arrive to collect a child, the Afterschool staff must contact the parent/guardian to confirm consent (and noted in the roll-book) before the child will be allowed to leave the premises.

In the case of a parent/guardian being deemed in an unfit state to collect a child, the Afterschool staff will contact the next of kin or emergency contact/Tusla and or An Garda Síochána in that order as deemed necessary.

Late collections/if a child is not collected:

In the unusual circumstance of a child being collected late from our services the staff will attempt to contact the parents/guardians on file and, thereafter, the emergency contacts as necessary. Under no circumstances will a child be left unattended to wait for collection; we will ensure that a staff member stays with the child until an authorised person arrives and a late fee will be applied.

If a child has not been collected and significant time has lapsed the above will apply. In the event that a staff member cannot make contact with those on file and only in extreme circumstances, An Garda Síochána and Tusla will be contacted.

Review:

Management, in consultation with staff, monitors and reviews the effectiveness of the policy yearly or as required.