

Drop off and collection of school age children.

It is the policy of Kinnegad Community Childcare to ensure the safe drop off and collection of school age children to and from St. Etchen's National School.

- During registration Parents must book drop off and collection days required for their child. Details of the child's teacher and class will be recorded at this time.
- It is the Parent's responsibility to inform the management team of any changes to the norm, such as:
Changes to drop off and collection times for any reason (teacher meetings)
School closure
If a child is absent from school for any reason (illness)

Drop to school in the morning time:

- A dedicated school age staff member will check (in the Afterschool book) which children need to be brought to school daily.
- The children will be asked to prepare for leaving the centre (coats on, Bags on back) in a timely manner to avoid tardiness.
- Together, the staff and children will make their way to the Cairdeas seven-seater car (fully insured with Allianz) at the front of the building.
- All children will be given the opportunity to place their schoolbags in the boot and to fasten their own seatbelts before the Leader completes a safety check.
- On arrival at St. Etchen's National school, the car will be parked in the dedicated parking space. Children from 1st year to 6th year will make their way independently to their lines, while children in junior and senior infants will be accompanied to their lines with the leader. The leader will wait until all children have made their way into the classes with their teacher.
- Note: If more than five children are for drop to school, a second member of the afterschool staff will travel to school and supervise the first drop off while the leader returns for the second group.

2pm collection.

- The staff member (or members depending on the number of children to be collected) will arrive at the school and park in the dedicated parking space. They will have brought with them a copy of the list of children to be collected and a fully charged phone.
- Children in junior and senior infants are collected directly from their teachers. (who have been made aware by parents of collection permission)
- The children are accompanied to the car, role call taken, given the opportunity to place bags into the boot and to fasten seatbelts independently.
- On arrival at the centre the children are accompanied to the afterschool cabin and encouraged to wash their hands before beginning activities.

3pm collection.

- The staff member (or members depending on the number of children to be collected) will arrive at the school and park in the dedicated parking space. They will have brought with them a copy of the list of children to be collected and a fully charged phone.

- Children from 1st to 6th class make their way to the designated car space, the roll call is taken, the children put their bags in the boot and fasten their belts before being brought to the centre.
- If a child does not come to the car, the staff member will make enquires as to absence and will phone the manager on duty to verify from parents.
- On arrival at the centre the children are accompanied to the afterschool cabin and encouraged to wash their hands before beginning activities.

If more than five children need to be dropped to school or collected from school then a second member of the Afterschool team will accompany the leader and remain in the school grounds with the children who are awaiting entrance to school or awaiting collection.

If for any reason (miscommunication) a child is not collected from school. A staff member will drive to the school to collect the child, they will ensure the child is alright. The parent will be informed of same upon arrival for collection.

If a parent arrives in an unfit state to collect a child, the Supervisor on duty or the Manager will contact another authorised person to collect the child.

No collections are made for afterschool activities.