



Arrivals and Departures

Our Club will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Arrivals

On arrival to our clubs, a member of staff will immediately record the child's attendance in the daily register, including the time of registration.

The room will be set up ready for the children's arrival and all health and safety checks completed. EYFS children will either be picked up or escorted by a member of staff to club. Children will be signed in promptly and any children that have not arrived the following procedure will be followed:

- A member of staff will check with the class teacher- If the class teacher is aware of the child's whereabouts then staff will remove them off of the register.
- If the teacher is unaware of the child's whereabouts, the member of staff will then check if the child is at another extracurricular club. If the child is at another extracurricular club this will be noted on the register.
- If the child's whereabouts is still not known, then the parent/carer will be called. If the parent/carer is expecting them at Smartkidz then staff will follow the **missing child procedure**.

Departures

Breakfast club

- EYFS, Year 1 and Year 2 children will be escorted to their classrooms at 8:50
- Key stage 2 children will make their way to their own classrooms at 8:50, unless staffs feel that this may endanger the child.
- (Mayfield only- Children will be sent to the playground at 8:30am which is supervised by school staff)
- Children that may be attending from a pre-school will be escorted by a member of staff and if necessary, a 2nd member of staff will be arranged to help with this.
- Children will be signed out on the register by staff members within the club and signed off at the bottom by the playleader or senior staff member where it states, "Manager sign off (all children have left)".

After school and holiday club

- Parents and carers are expected to sign children out indicating the time of collection. Staff will ensure that this is done.
- No adult other than those named on the registration form will be allowed to leave the club with a child without prior warning. In the event that someone else should arrive without prior knowledge, the Club will telephone the parent/carer immediately to agree.
- If someone else is collecting your child who is not on the registration form the Manager or playleader of the setting must be contacted with written confirmation of who is collecting the child. A password is required for the nominated person to give to the Manager or playleader of the setting.
- If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session.
- Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children unless prior permission has been given. The club is sensitive to older children wishing to leave on their own and/or with an older sibling. In order for this to happen the club requires a letter of authority from the child's parent/carer and a 'formal' introduction of the older sibling to all of the staff working at the club.
- Parents/carers of children that have booked in but do not turn up to holiday club or breakfast will not be contacted however payment will still be expected.
- If children are walking to breakfast club on their own, then this should be made clear to the staff and if the child does not turn up to breakfast club the parent will be called to find out the child's whereabouts.
- If an older child is allowed to walk home from club alone then a letter should be sent by the parent/carer giving permission for this.

Absences

If a child is going to be absent from a session, parents must contact the club in advance.

Regular absences from the Club could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The Club and its staff will always try to discover the causes of prolonged and unexplained absences.

This policy was adopted by: Smartkidz Play and Learn	Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed:14/08/2020
To be reviewed: 14/08/2021	Signed: 