

'3 till late' and Breakfast clubs

Arrivals and Departures

'3 till late' and our Breakfast Clubs will give a warm and friendly welcome to each child on arrival and will ensure that they depart safely at the end of each session.

Arrivals

On arrival at the Club, the register will be taken- we ask that an adult signs in on arrival in the relevant book to ensure we have a record of consent on the day of arrival.

The room should be set up ready for the children's arrival and with all relevant health and safety checks completed.

Departures

- Parents and carers are expected to sign children out indicating the time of collection. Staff will ensure that this is done.
- Children will only be able to leave the Club with a person other than those named on the registration form, if the parent has contacted us in advance and the 'Collection by unknown person' form has been completed. In the event that someone else should arrive without prior knowledge, the Club will telephone the parent/carer immediately.
- Ideally adults collecting a child should be named on the registration form.
- If the parent/carer or designated adult is going to be late in picking up their child they must call to inform the club at the earliest opportunity.
- Permission for children aged eight and over to leave the club alone will only be given following discussions between Mrs Western (Breakfast) or Miss Underhill (After School) and parent/carer, considering the child's age, maturity and experience. The club must receive written consent from the parents before such arrangements can be put into practice.

Absences

- If a child is going to be absent from a session, parents should contact the Club in advance.
- If a child is absent without explanation, staff will contact the school and the parents/carers to try to ascertain the reasons behind this. If there is no explanation for the absence the Club will implement the **Missing Child procedure**.
- 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: Wellsprings Primary School	Date: March 2011
To be reviewed: March 2012	Signed: