

# St. Bernard's Extra

## "Before & After" School Club

Victoria Park Avenue, Lea, Preston. PR2 1RP

Tel 01772 728153



Ofsted 119449

### ARRIVALS & DEPARTURES POLICY

St. Bernard's Extra will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

#### **ADMISSIONS**

It is the responsibility of the leader to ensure that an accurate record is kept of all children in the Club and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by head counts during the session.

Records of daily registers should be kept by the Club for at least one year.

#### **ARRIVALS: BREAKFAST CLUB**

On arrival, the club staff will record the child's attendance in the daily register, including the time of registration. If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form. Further details of this procedure are contained in the Club's Health, Illness and Emergency Policy.

#### **DEPARTURES:**

Staff will line the children up in the hall. Reception children will be escorted to their class, the other children will then go to their classrooms.

#### **ARRIVALS: AFTER SCHOOL CLUB**

Reception class, year 1 and year 2 staff will bring the children to the hall. A register will then be taken. If any children are missing then the missing child procedures will be commenced.

March 2024

## **DEPARTURES: AFTER SCHOOL CLUB**

Staff members will only allow children to be collected by either parents/carers or other named adults specified by parents/carers. If another person is to collect a child other than those recorded, the parent/carer must leave explicit instructions, at the school office.

Parents/carers have a duty to inform the Club should they be unable to arrive on time to pick their child up and a subsequent late fee may be charged. For further details see the Uncollected Children Policy.

On collection of their child, the club staff will sign them out in the official register, noting the time of departure.