

Arrivals and Departures

Little Pippins 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 Manager to ensure that an accurate record is kept of all children in Little Pippins, 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 (for exemptions to this rule, see the Visits and Outings policy). This process will be supplemented by regular head counts during the session.

Little Pippins will keep records of daily registers for at least six years from the date of the last entry in line with the records retention policy and then destroyed securely.

Arrivals

Doors to the premises remain locked until 9:05am to allow staff preparation time. Children are not permitted in the setting prior to this time unless registered for the Breakfast Club.

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

Morning drop-off between 9:05 and 9:15 enables a staggered start of the main arrivals time. For afternoon sessions, children need to arrive promptly at 12:05, the start of session. Not arriving on time disrupts the session and parents may be asked to wait if group sessions are in progress.

Departures

At the end of sessions, children are released individually to their parents. For children who only attend the morning session, parents should arrive promptly at 12:05pm to collect their child. In order to stagger the collection of children at the end of the afternoon sessions, parents may arrive between 2:55pm and 3:05pm.

If there have been any incidents or accidents, the child's key person or the Manager or Deputy will discuss this with the parent the same day before they leave.

If the child is to be collected by someone other than the parent/carer, this must be indicated by the parent/carer to a member of staff by completing a Collection Form before the beginning of the session. If the change to the person collecting the child is required at very short notice, the parent must telephone the office with details of the person who will be collecting their child.

The adult nominated to collect a child should be one of those named on the child's 'Permissions' Form. Staff will ask for a password if they don't recognise

the adult. If anyone else collects the child, a password will be required. If an adult who we are not expecting arrives to collect a child, we will call the child's parent to check that we can release the child to them.

Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.

Late Collection

We appreciate that there are times when the late collection of children is unavoidable. If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed as soon as possible. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

Parents/carers will be given a five-minute grace period on late collection of their child. Late collection times are recorded and if a parent is repeatedly late, 3 late collections in one term, Little Pippins may charge a lateness fee of £10 for this and each subsequent occasion.

Breakfast Club – unaccompanied walk to Harwell School.

Permission and arrangements for Class 6 children to leave the Breakfast Club alone at the end of that session will be a matter for discussion between the Breakfast Club Supervisor and parents/carers, based on an understanding of a child's age, maturity and previous experience. Written consent for children leaving the Breakfast Club alone must be submitted to the Breakfast Club before such arrangements are able to commence.

Children with permission to leave alone will not leave before 8.35am, unless exceptional circumstances are agreed with the Breakfast Club Supervisor and will be accompanied by a member of staff to the highway pavement. It is the parent's responsibility to ensure their child arrives at school on time.

Absences

If a child is going to be absent from a session for any reason, parents must indicate this to Little Pippins by 15 minutes after the start of the session. The reason for any absence is recorded in the register. For planned holiday absences, a Holiday Form should be completed giving as much notice as possible.

If a child is absent without explanation 30 minutes after the start of the session, staff will try to contact the parents/carers every 30 minutes, leaving a message where able to, to ascertain the reasons behind this. If the parents or carers cannot be contacted within 2 hours of the start time, the staff will call the emergency contact person.

Holiday forms and absence letters are kept in the child's file.

**Escorting Children between Little Pippins and the Harwell Primary School
(Breakfast Club and The Barn after school club)**

Where children are escorted between Little Pippins and the school premises, or from the school to Little Pippins, the following procedures will be carried out:

The Management committee will ensure that a thorough risk assessment is carried out and reviewed termly (three times per year).

A contact within the school and the The Barn will be identified, with whom the Breakfast Club Supervisor or Manager will liaise.

A clear agreement will be reached between Little Pippins and the school or The Barn about when responsibility for children's safety is officially transferred.

Children under eight should be escorted directly to their class teacher or their representative.

There will always be at least two staff members accompanying the walking bus including a member of staff at the front and one at the rear.

The walking bus will not leave pre-school age children at the Pre-school/Breakfast Club unless two members of staff are on site to remain with them. If necessary, pre-school children will be taken on the walking bus to school and return to Little Pippins.

Pre-school children who arrive late for Breakfast Club will not be permitted into Little Pippins unless or until there are 2 members of staff on the premises.

Where pre-school children are collected at the school by the Walking Bus to walk to Little Pippins, a regular meeting place and time will be agreed with the parents. Staff will not accept children on the walking bus from school to Little Pippins unless booked by the parent in advance.

Staff will ensure that children are given instructions on road safety if applicable. High Visibility vests will be supplied for use and must be worn.

This policy was adopted at a meeting of Little Pippins Management Committee

Held on 15th March 2021

Signed on behalf of the Management Committee: *Kieran Dee*

Role of signatory: Chair

Review date.....March 2022