

# Goytre After School Club

## ARRIVAL AND DEPARTURE POLICY AND PROCEDURES

GASC endeavours to look after all the children in its care.

It is essential that all children that are booked into the Club are accounted for at the start of a Club session. Play leaders are responsible for ensuring that children, booked into the Club, attend the Club.

Note

In the following “parent” is the first named parent or guardian named on the registration form. If the parent cannot be contacted the “second parent” and then the “alternative adult” named on the registration form will be contacted.

### After School Club Arrival

- GASC will give a list to the school, at the start of each week, informing the school which children are staying to GASC. The Infant teachers should have a copy of this list. This list is normally produced on the previous Sunday evening, any booking made after this time may not be included in the list.
- GASC will collect the Infant children on the “booking sheet” from their classrooms, towards the end of the last lesson at approximately 3.25 p.m., but before children leave for the buses and escort them to the school hall.
- It is expected that children from the Juniors will make their own way to the school hall.
- The children attending GASC will wait in the school hall until after the buses leave.
- The register is to be marked to indicate whether a child is present or not. A child is only to be marked present if he/she is visible to the play leader at the time of marking.
- Any child who is absent and was not in school that afternoon can be assumed not to be attending the Club.
- Any child who is absent and who was in school must be found immediately, if the child cannot be found then the parent for that child must be informed immediately and the whereabouts of the child ascertained.
- Any child who is booked into the Club and who is in school, but insists on not attending the Club must not be allowed to leave the school without contacting that child’s parent to find out the wishes of the parent.
- The children will be escorted to the premises used by GASC, currently the Community Centre by the play leaders, where the children will be counted.
- GASC will attempt to contact you, the second parent, or your alternative adult, if your child leaves the school before registration, e.g. by getting on the bus. GASC cannot rectify this situation.
- GASC will not be responsible for children that do not stay to the after school club.

### ***The parent should***

- ensure that his/her child knows, each day, the arrangements for his/her collection and supervision after school.
- have a safe place near home to use in an emergency, a neighbour perhaps, where the child can go to if he / she arrives home when he / she should be in GASC.

# **Goytre After School Club**

## **After School Club Departure**

### ***GASC will***

- normally only release children from GASC to a known adult, who must then sign the “signing out” book.
- only release your child to an older brother or sister if you give us your permission in writing. GASC may not release your child if we feel that the older sibling is not of a responsible nature.
- refuse to release a child in it’s care to anyone, who it deems inappropriate, or not in a fit state to look after a child. If necessary, Social Services will be informed.

### ***The parent should***

- inform GASC in writing if you wish your child to be collected by an older brother or sister. Please ensure that the older sibling is of a responsible nature.

## **Before School Club Arrival**

- Unless prior arrangements have been made, the normal time of arrival at the Before School Club is 8:00 a.m.
- Parents are to sign the child in on arrival.

## **Before School Club Departure**

- At 8:50 a.m. the children will be escorted to the school by a play leader, at which time they become the responsibility of the school.

## **All Day and Holiday Club Arrival**

Same as the Before School Club arrival policy.

## **All Day and Holiday Departure**

Same as the After School Club departure policy.

## **Non-attendance**

The parent should

- Inform GASC, preferably in writing or email, though if time is short text or phone are acceptable, if your child is booked into GASC and you do not wish your child to attend to the Club.