

Pick-up Policy and Procedures

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1. Pick-up Policy and Procedures

During term time Lily's Kids Klub will endeavour to provide an efficient and smooth running pick-up service from the following local primary schools within the area;

- * Sudbourne
- * St Bedes
- * Jubilee
- * Holy Trinity
- * St Bernadette
- * Christ Church

2. Aims and objectives

The aim is to ensure that all children are picked up on time and escorted back to the Lily's Kids Klub's premises in a safe and orderly fashion. Staff must contact the management team by telephone in case of any emergency and follow their instructions carefully.

These guidelines will form part of the Lily's Kids Klub's policy and procedures and must be adhered to at all times by all staff.

- Staff must always arrive at the school before the children are let out of class.
- Before leaving Lily's Kids Klub, staff must check the diary and notice board for details of any changes to pick-up arrangements requests made by parents/carers each day.
- Individual school pick-up registers must be updated to clearly show these changes, and to show that all the children are accounted for before leaving the school.
- School pick-up register must contain each child's full name, class and teacher's name.
- Telephone numbers of the both managers and deputy managers should be listed in case of emergencies / problems.
- One staff member should always take a mobile phone on each mini bus or group each day to relay messages to and from Lily's Kids Klub if necessary. Lily's Kids Klub will meet the cost of any calls carried out in the course of your duty.

In accordance with health and safety procedures the following ratio of staff to children must be complied with;

Infants: 1 staff member to 8 children (under 8)

Juniors: 1 staff member to 10 children (under 10)

Due to the busy main road from the schools it is necessary to have a minimum of 2 adults for the infants and 2 adults for the juniors.

Please note that it is the parent's responsibility to ensure that their children behave and cooperate fully with Lily's Kids Klub's After School staff, particularly during pick-up from school.

3. Pick-up Points

There is a collection point at each school. This will be explained to you so that you can familiarise your child before they start. Children must make their own way to the meeting point.

One member of staff will collect the reception children and take them to the main meeting point.

A second member of staff will collect the other children and take them to the meeting point. The older children will join the others at the meeting point.

- If a child who is registered to be collected from school is not at the collection point, staff must check with the child's class teacher before leaving the school and the register noted accordingly. It is important that all children are picked up on time. **It is unacceptable for a child to be left behind at school.** Teachers will be asked to sign the collection form if a child is not collected.
- If a child who was present at school today cannot be located for collection by staff, Lily's Kids Klub staff must inform the school immediately. If the child still cannot be found, Lily's Kids Klub staff must follow our **lost child policy**.
- Parents must phone or let a member of staff know in advance if their child is not to be collected from school on any particular day.
- When all the children are gathered staff must check that they have their bags and coats etc.
- Staff must then check again to make sure all children are present by doing a register and a head count.
- Any message from teachers to parents must be relayed in writing.
- Children should be lined up in two's and walked back to the centre in an orderly fashion.
- Children are not allowed to go to any cake sales, shops, or back to their classrooms once picked-up.
- All children are expected to go to the toilet before being picked up by Lily's Kids Klub's staff.
- There is to be no eating or drinking on the way back to our premises, and no stopping to talk to friends.
- If you have children that walk slowly they should walk at the front of the line to determine the pace of the group. It is important to keep the line together.
- Please avoid shouting at children. Talking quietly to a child that is misbehaving nearly always achieves better results.
- Praise the children for good behaviour goes much further than telling off.
- All incidents/problems must be reported to the coordinator on arrival back at the centre, so that strategies can be put in place to avoid future problems.
- Once back at the centre, the register needs to be taken in the main register at the centre. No child shall be marked in the register unless he/she is present. The time of arrival should be recorded on the bottom of the register.
- Once completed the main register should be checked against with the pick-up register to ensure all children who were picked up have arrived.

- If children are dropped at Lily's Kids Klub by a third party, for example if they attend an after school activity at school, they will be signed in by the responsible adult dropping them at Lily's Kids Klub in the extra pick-up register. Once again the time of arrival should be recorded.
- Parents are to inform Lily's Kids Klub if they are to collect their child/ren from school in advance. This can be done by telephoning our usual numbers on 020 8674 8678 or 07958 346 058. Parents will be asked to complete a form to confirm that their child/ren safely left the school premises.

4. Collection of children from the Lily's Kids Klub

- Children are to be collected from the Lily's Kids Klub premises by parents/carer.
- Children are not permitted to leave the club with someone other than their parent/carer unless previously arranged by the parent/carer with Lily's Kids Klub's manager or deputy manager.
- Parents/carers are to sign out their children before they leave Lily's Kids Klub on the signing out sheet.
- Some children attend clubs after school and we can collect them later if prior arrangements is in place with their parents. All parents must sign the form giving details of school club activity and confirm that parents are fully responsible for informing the school.

Schools Collection Points

Names of Schools

Collection Points

Sudbourne Primary School

PLAYGROUND. FROM THE LINE.

St Bedes Primary School
Reception. Outside classroom.

Playground. Year 1 –

Jubilee Primary School
Reception=Outside classroom.

Playground. Nursery +

Holy Trinity Primary School

Playground. Reception. RA + RB

Christ Church Primary School

Playground. Reception Playarea

St Bernadette Primary School

At the gate.