

Richmond Hillbillies Policies and Procedures 2020/2021

Richmond



Hillbillies

Hillbillies Collection / Uncollected Children Procedure

Hillbillies will give a warm and friendly welcome to each child and parent/carer on arrival. We ensure that children depart safely at the end of each session.

Registers

It is the responsibility of the manager to ensure 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. This process will be supplemented by the use of our collection lists and regular head counts during the session. For security reasons the register must be signed by the adult who collects your child. Your child can only be collected by an adult named on the child's registration form and we must specify that only people over the age of 18 can collect your child.

Staff arrivals and departures are recorded on a club timesheet.

A visitor's book is kept to record arrivals and departures of any visitors to the club.

Collection and delivery of children to and from school

Before School Club

Arrival

Enter through the ks2 gate into the playground. You will see our entrance from there.

When a child arrives in the morning for Breakfast Club, they must be accompanied by an adult. For security reasons the register must be signed by the adult

All pupils who attend our 'Before School Club' will have access to a nutritious healthy breakfast.

Covid 19 alterations. Gates will open for Arrival between **7.45am to 8.00am**. the same procedure as entering & exiting school will be used. Parents are asked to wait in line using social distancing protocol. On entry through the school gate you are asked to use the white arrows marked on the floor to keep a distance. Please do not overtake the parents/ children in front of you. Please adhere to the entry times **7.45 to 8.00am** as you will **be unable to gain access after this until your child's allocated school year group entry time**. We apologise for any inconvenience our new procedure may cause but the safety of pupils at this time is paramount.

End of before school Session

When it is time to attend school, Foundation and Key Stage 1 children will be escorted to their individual classrooms by Hillbillies staff, ready for their appointed year group start.

Key Stage 2 children will join their year group lines in the playground at their appointed year group start time.

Offering a seamless and smooth transition into the school day for all year groups.

Afterschool club

Childs Arrival

Children in Foundation, KS1 will be collected from their classrooms at the end of their allocated school day and escorted to Hillbillies. KS2 children will be met from their year group in KS2 playground at the end of their allocated school day.

Collection lists for all classes are used by staff escorting/ meeting children.

An attendance register will be taken at each session.

Hillbillies must be informed of any changes to bookings, either to cancel or book extra sessions. If parent/carers do not inform us of a cancellation then that child will be considered

as attending on that session & will be collected as above & escorted to Hillbillies regardless of any alternate arrangements you have made. The usual Hillbillies collection procedure will then come into force & you must collect your child from Hillbillies as normal using hillbillies Entrance. **Please note Covid 19 alterations below**

Collection of Children

Children can be collected at anytime during the session, but no later than **5.30 pm.**

For security reasons a daily register is kept, which must be signed by the adult who collects your child. Your child can only be collected by an adult named on the registration form and we must specify that only people over the age of 18 can collect your child.

Covid 19 alterations: gates will open for collection **only between 5.15pm & 5.30pm.** the same procedure as entering & exiting school will be used. Parents are asked to wait in line using social distancing protocol. On entry through the school gate you are asked to use the white arrows marked on the floor to keep a distance. Please do not overtake the parents/ children in front of you. Please adhere to the exit times **5.15pm to 5.30pm** as Children will be ready waiting for you.

An afterhours fee of £5.00 per child for each $\frac{1}{4}$ hour after the stated club finishing time will be charged for late collection of children.

Please Note. New opening times: After school 2.50pm – 5.30pm

Someone different collecting a child

If for some reason the usual person cannot collect your child, you must inform a member of staff as soon as possible. We may ask for some identifying feature of the person who is to make the collection to protect the security of your child. Children will not be allowed to leave the club with anyone other than those specified on the registration form unless verbal permission from the parent/carer is given. **Please keep your contact details up-to-date.**

Late or Uncollected children

If parent/carers are going to be **late collecting** their child the club needs to be informed and if possible alternative arrangements should be made for collection of the child as stated above. Late collection charges may be made. (See Fees and Payment)

When a child has **not been collected** at the end of the session **5.30 pm**, and no message has been received to inform us of a reason for a delay or to inform us of another person to collect the child, we will contact all numbers on the registration form. If nobody can be contacted **after 1 hour we will contact the social services and/or police** and the child will be placed in their care. Two members of staff will stay with the child during this time and will attempt to reassure the child.

**To inform us of any delay
Please telephone Hillbillies on 07925 205965**

School Activity Groups

If a parent/care requires their child to attend a school activity after school, prior notice must be given to Hillbillies staff so alternative collection arrangements can be made for the child.