



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

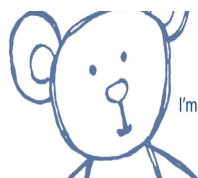
Arrivals and Departures

Xtra Time recognises that the safe arrival and departure of the children in our care is paramount.

The Manager will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded on the register at the club, as well as each member or staff having a list of the children they will be collecting from their designated school. The Register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular headcounts during the session.

Escorting children to and from the Club

- The Club and school have a clear understanding concerning the transfer of responsibility for children's safety.
- The Club will conduct a risk assessment on the route used to escort children to and from the Club and will review it regularly.
- When the staff escort the children to school year 3 – 6 children will be able to walk to their classrooms once they arrive on the playground and the member of staff agrees they can go in, reception, year 1 and 2 children will be taken to their classrooms. After School the reception, year 1 and 2 children will be collected from their class room and escorted through the school to Xtra Time's meeting point, where they will join the junior children (years 3,4,5 & 6). Once the children have been registered with the walkers they will wear reflective jackets and walk as a group to the club. Children will be expected to listen to instructions throughout the journey to the club and to walk safely in pairs.
- Groups of more than 8 children will have at least 2 members of staff and will walk in as a walking bus with a member of staff at the front and another at the back. When the numbers are more than 16 children there will also be a member of staff in the middle of the group. When numbers are low enough to warrant one member of staff, children will be expected to again walk in pairs.
- For more than 8 children, 2 members of staff will escort the children from school to the Club. Under 8 children, 1 member of staff will escort the children to school
- If a child is booked into the Club but is not at the collection point, staff will check to see if the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the club and



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the child's parents or carers, and follow the procedures laid out in the Missing Child policy, the staff and children will not leave the school until the child has been located.

Arrivals

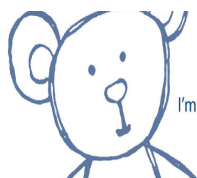
Xtra time staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway, including the time of arrival and sign it.

Departures

- Staff will ensure that parents or carers sign their children out before they leave, and when arriving at the club including the time of collection or drop off.
- Children can only be collected by an adult who has been authorised to collect them on their registration form or if a member of staff has been informed prior to collection either in person or by phone call.
- The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. The manager will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- If a parent collects their own child and has an agreement with another parent regarding collecting their child from Xtra Time, the club will require a letter from the parent stating that the other parent has permission to collect their child. The letter will be filed with the child's registration form.
- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the Uncollected Children policy will be followed.

Late collections -

- **The ASC closes at 6pm**
- Any parent arriving late, after 6pm, will be charged £5 for every 5 minutes they are late.
- Parents are requested to inform Xtra Time if they are going to be late.



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- Where possible parents should make alternative arrangements for their child to be collected. Xtra Time must be informed of these arrangements.
- These fees will be charged to the child's account.
- If a parent is late regularly and the problem cannot be resolved the parents may be requested to remove their child from Xtra Time.



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