



## **Beehive Arrivals & Departures Policy**

<b>Date Agreed:</b>	<b>January 2019</b>
<b>Date for Review:</b>	<b>January 2021</b>
<b>Updated by:</b>	<b>Beehive Manager</b>
<b>Reviewed by:</b>	<b>Headteacher</b>

**Beehive 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 Beehive, 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 day.

Records of daily registers should be kept by Beehive for at least one year.

### **Arrivals**

- On arrival at Breakfast Club the parent will immediately record the child's attendance in the daily register, including the time of registration. Where the parent has previously booked the child's attendance the time of registration will confirm the child's attendance.
- On arrival at After School Club a member of staff will immediately record the child's attendance in the daily register, including the time of registration.
- On arrival at Holiday Play Scheme the parent will immediately record the child's attendance in the daily register, including the time of registration.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the administering medicine form. Further details of this procedure are contained in Beehive's Health, Illness and Emergency policy.

### **Departures**

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded in the Diary/ next to child's name at the start of the session. The adult nominated to collect a child must be one of those named on the Registration Form Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

Permission and arrangements for children leaving Beehive alone at the end of a session will be a matter for discussion between the Manager and parents/carers, based on an understanding of a child’s age, maturity and previous experience. Written consent for children leaving Beehive alone must be submitted to the Manager of Beehive before such arrangements are able to commence.

No child under the age of 10 (Year 6) will be allowed to leave Beehive unaccompanied.

No adult other than those named on the Registration Form will be allowed to leave Beehive with a child. In the event that someone else should arrive without prior knowledge, Beehive will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival and record this in the Diary. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

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

#### **Absences**

If a child is going to be absent from a session, parents must contact Beehive in advance for Breakfast, After School Club and Holiday Play Scheme. . If a child is unable to attend due to sickness the following will apply:

- Breakfast Club by 8am using the Wrap Around Care phone number
- After School Club by 10.30am to school office
- Holiday Play Scheme by 8.30am for all day attendance or morning session attendance or by 12.30pm if attending an afternoon session.

In order to receive a full refund on a cancelled place, 7 day notice must be given to Beehive.

The Admission and Fees policy will apply in the above cases.

#### **Non-attendance procedure**

If a child is absent from After School Club without prior warning, staff will check to see if they attended school that day – they will not accept the word of other children. If the whereabouts of the child is not clear, the Manager or designated Supervisor will immediately contact the parent/carer.

If the parent/carer is unaware of the child’s whereabouts then the lost child procedure should be followed.

Policy revised by Beehive Manager and Headteacher – January 2019

To be reviewed January 2021