**POPPY OUT OF SCHOOL CLUB**

**PROCEDURE FOR SEEING CHILDREN IN AND OUT AT THE BEGINNING AND END OF BREAKFAST AND OUT OF SCHOOL CLUB**

PLEASE NOTE THAT NO MOBILE PHONES ARE TO BE TAKEN INTO THE ROOM OR OUTSIDE PLAY AREA DURING SESSION TIME.

NO UNDER 16’S TO COLLECT FROM THE SETTING

If you are driving onto the School site please be aware of the safety of other children and parents and adhere to the speed restrictions. No cars are permitted to move about on site from 8.20am – 3.30pm.

**Procedure for seeing the children in to the building AT BREAKFAST CLUB**

1. Parents will drop off their child via the OSC entrance.
2. A Member of staff will be standing at the Out of School Club door at 7.30am; the parent will bring the child to the bottom of the steps where a member of staff will sign the child in and assist them with the steps. IF YOUR CHILD ARRIVES AFTER 7.30AM PLEASE RING THE BELL FOR ATTENTION.
3. The child will then be guided to the walkway to hang their bag and coat up on their peg (assistance from a staff member if needed).
4. After breakfast the children are then allowed to free play in the room.
5. The OSC doors will be locked.
6. PLEASE NOTE THAT BREAKFAST IS SERVED UP TO 8.20AM ONLY.

ANY CHILDREN THAT HAVE A TEMPERATURE OR SEEM UNWELL WILL NOT BE ALLOWED TO ACCESS THE SETTING.

**PROCEDURE FOR COLLECTION CHILDREN AT THE END OF THE SCHOOL DAY FROM THE SCHOOL;**

ALL CHILDREN ATTENDING THE OSC CLUB WILL BE COLLECTED BY THE OSC TEAM FROM THE SCHOOL HALL AT THE END OF THE DAY

1. ALL CHILDREN WILL BE SIGNED IN BY A MEMBER OF STAFF – THEY WILL WASH THEIR HANDS WHEN ENTERING THE PREMISES OR USE THE HAND GEL PROVIDED
2. THE CHILDREN WILL BE ENCOURAGED TO WASH THEIR HANDS THROUGHOUT THE SESSION AND BEFORE EATING AND DRINKING ETC
3. PLEASE NOTE THAT DINNER IS SERVED AT 4.30PM AFTER THE ½ SESSION CHLDREN HAVE LEFT THE PREMISES.

The children will be supervised in hand washing IF NEEDED. We will be cleaning all table and chairs before and after dinner.

**Procedure for seeing children out of the building at the end of the day.**

1. The parents can collect their child from the OSC entrance. Once they have rung the bell, a member of staff will pass your child over and collect the child’s bags, coats and belongings and pass over to the parent at the bottom of the steps. The staff member will sign out when the child leaves.
2. If we have anything to discuss with you, that cannot be done via email or telephone, we will take this opportunity to speak to you. If you need to speak to us in private you are welcome to come into the setting to discuss any problems you may have.

Staff must be informed if someone else is collecting your child. Please ensure that if someone else is collecting they have the password.

Staff can refuse to let a child leave if they haven’t been told in advance that someone else is collecting and if the person is not known to them.

**As the Setting is situated in Aylesford Primary School grounds, we have to abide by their rules and procedures FOR SAFETY REASONS. So please read through the following and take note:**

**NO CARS ARE PERMITTED ONTO THE SCHOOL SITE**

**No Smoking ANYWHERE on school premises.**

**Please take all litter home with you.**

**Do not let your child ride bikes, scooter, skateboards etc, on the school drive.**

**No dogs allowed on the premises.**

**Please do not come to drop or collect your child too early. 5 minutes before the session’s starts or finishes is sufficient.**

**Pre-school children and younger are YOUR responsibility before leaving or after picking up your children from school.**

**Do not let your children climb on the walls, gates or fences and surrounding trees.**

**Thank you for your support in these matters.**

**REVISED: NOVEMBER 2024**