

# **NETHER GREEN JUNIOR AFTER SCHOOL CLUB**

## **Arrival and departures – Breakfast club**

### **Policy statement:**

Nether Green Junior After School Club recognises that the safe arrival and departure of the children in our care is paramount. We will ensure that an accurate record is kept of all children in the Club, and that any arrivals to breakfast club are recorded on a register. The register will be kept in an accessible location on the premises always. This process will be supplemented by regular checking of the register. Any children who do not turn up are assumed not to be coming today, parents sign a contract to say if the child brings themselves to breakfast club, we do not accept responsibility until that child walks through the door and is signed in. If a child regularly doesn't attend when booked in, the manager would chase up why to make sure the child is not being truant.

### **Procedure**

#### **ARRIVALS**

- The children are expected to arrive with their parents but can turn up alone. This is the parents' choice. Staff will sign in that child and will write the name of the last parent/guardian the child was with e.g. dad/mum.
- All children will be met and greeted by Nether Green Junior After School Club staff upon arrival. Once ticked into the club on the register the children are officially the club's responsibility.
- Any children who are known not to be attending that day will be written on the register.
- Children are expected to arrive at the club between 7.15am and 8.40am. Not before 7.15am and not until appropriate staff are present.
- Staff are to liaise with the club manager to check if there are any alterations to the days the child is attending.

#### **DEPARTURES**

- Children will leave breakfast club at 8.40am where they will go into their classrooms or the playground. By this time there are teachers present who now are responsible for those children.
- Once signed in, a child must never leave the premises without their responsible parent/guardian. Staff will escort any children to other morning clubs they need to attend and will not leave them until they have seen a school staff member. Parents need to inform staff of these clubs.
- If any relevant information from the session needs passing onto the school, then the staff present will do so e.g. accident/illness etc.
- If any relevant information from the session needs discussing with the parent that day then the manager will contact them. If the manager is not working, then the most senior staff member will stay and use the club phone to call or leave a message.

#### **Absences:**

- We ask that parents/carers notify the club if your child will not be attending a club session. This is so that the space can be offered to someone else if needed, but a parent doesn't have to let us know for safeguarding reasons like ASC as the child won't be assumed missing.
- Nether Green Junior breakfast club can be reached via the landline or on the managers phone when she is working that morning.
- If your child is absent from NGJASC (including illness or holiday) on their standard booked day or additionally booked sessions, no refunds will be made or accounts credited.

**NETHER GREEN JUNIOR  
AFTER SCHOOL CLUB**

This policy was adopted at a meeting of	NGJASC	name of setting
Held on	<hr/> Dec 2019	(date)
Date to be reviewed	<hr/> Dec 2020	(date)
Signed on behalf of the management committee		
Name of signatory	<hr/> Tammy Nelson	
Role of signatory (e.g. chair/owner)	<hr/> Manager	