



LINKS CHILDCARE POLICIES & PROCEDURES

After School Collection Policy for Parents

Last Review Date: April 2023

Policy No. 18

Issued: 2019

Policy Statement

It is the policy of Links Childcare to provide a drop off and collection service to local schools. The purpose of this policy is to ensure that children are safely dropped to and collected from their primary school. This policy is available to all on www.linkschildcare.ie (<https://linkschildcare.ie/about-us/our-policies/>) or contact us at info@linkschildcare.ie.

Procedures

- Parents must inform the crèche management of the drop off and collection times for their child's school and inform the after-school coordinator of any changes such as;
 - Change in drop off or collection time (Links Childcare will always endeavour to accommodate the change in collection time)
 - School closure
 - If a child is absent from school
- Collection Routine:
 - Junior and senior infant classes: children will be collected directly from their teachers at the primary school.
 - 1st to 6th class: A meeting point within the school grounds will be established. All children will meet the Links Childcare staff member at that meeting point.
- Additional Care during School Closures:
Please refer to the After-School Care Programme Policy. The crèche will endeavour to provide additional care should there be availability.
- If a child is not present at the collection point on the day and time that they are required to be collected by Links Childcare, and the service has not been previously notified, the staff member responsible for the collection of that child will contact the parent/carer. The staff member will remain at the school until the reason for the child's absence has been determined and his/her safety has been established.
- Links Childcare does not provide collection service from after school extracurricular activities.

Review

Management, in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.

Review Dates:	January 2020	October 2020	April 2023
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