

Principle

We understand the importance of a warm and welcoming greeting when children arrive at Fun 4U Club and believe in sharing information when you collect him/her in the evenings.

Statement of intent

Fun 4U Club believes that

- Every parent and child should be greeted by a member of staff whom they are and familiar with.
- It is important that staff relay the correct information to those collecting children in the evening.
- Staff will give time to those parents who wish to discuss any information about their child such as medicine or how their child is feeling that day.
- On arrival and departure parents and children should always be greeted in a friendly and polite manner.

Procedures

When children arrive at Fun 4U Club

- Children will always be greeted in a friendly manner by a member of staff which they are familiar with.
- Children must be signed in by the member of staff that acknowledges their arrival.
- On departure a member of staff must sign the collection sheet to confirm who and at what time the collection of the child happened.
- We encourage all our parents to assist their child/children with their belongings on departure
- This may help with your child's belongings not getting swapped or mixed up with someone else's.
- We stress to all our parents or visitors in the setting to take into consideration the health and safety policy when coming in and out. The front door must be closed securely after each person.

When leaving the club in the evenings

Staff are to sign and time the exit of each child within our care.

- We will only let your child leave with another person when we have written consent or the names and security password is display on the enrolment form. Without any of this information we are unable to let any child leave.
- All the current information must be given to parents when leaving such as how he/she has been throughout the session. There may be other important things to discuss when collecting your child especially if he/she has had medicine during the day or if there is an accident form to sign. We encourage parents to take the time to sign any additional information as it is a vital part of our record keeping.
- Staff will help to gather the child's belongings to ensure that everything which requires taken home is done so.
- We do stress that on each evening or anytime of the day when leaving the facility that your child is always beside you or holding hands especially going through the car park and we also encourage parents to never leave their child unattended on the premises.