

Fun 4U Club

38 School Collection Policy

Principle

Fun 4U Club will facilitate a number of school collections which are listed below. We will try and offer a range and collections from a variety of schools so that parents have an option of choose. We would also state that parents check with the facility manager when deciding on schools outside the local community if they require their child to be collected from school.

List of schools which we facilitate school collections to date:

Armstrong Primary School, College Hill Armagh.
The Royal School Prep. College Hill Armagh.
Drenlincourt Primary School, Ballynahone Avenue Armagh.
St. Patrick's Primary School, Loughgall Road, Armagh.
Lisnadill Primary School, Newtownhamilton Road Armagh
Hamiltonbawn Primary School, 113 Anareagh Road Hamiltonbawn bt60 9SA

Procedure

- All Fun 4U Club vehicles have Road tax, MOT and adequate insurance for this purpose'.
- A school collection check list is in place. This details the exact collection on the days when the child attends the after schools facility. The staff member undertaking the school collections will have to initial when they have collected him/her from school.
- In addition to this individual procedures for each school are in put in place, please see attached information. This is due to different requirements at different schools.
- The facility manager or general manager will organise school collections each month, collection times, schools, number of children and who is required to undertake each run.
- Children should always be collected promptly. If in the case of bad weather conditions children are collected late we will inform the school of any delay as soon as this becomes apparent, the children's health and safety is paramount.
- Children and staff will always be fitted with appropriate seat belts or booster seats when travelling in Fun 4U Club vehicles.
- We would ask all parents to inform the facility manager or general manager of any changes to your child's collection times or days.
- All parents are made fully aware that it is their responsibility to inform the school directly of any changes to their child's collection times or days.