



# Swallows Sharmans Cross



## Arrival and collection

- The club opens at 7.30 a.m. and for insurance purposes parents/ children will not be admitted into the building before this time.
  - Access to the club both for morning drop off and afternoon collection is via the door directly opposite the vehicle entrance gate. For your children's safety, the door is locked. To gain entry please ring the Swallows bell located on the right hand side of the door. Swallows staff monitor this bell and entrance area by security camera. Staff are only permitted to open the door to those parents/carers they know, and other persons collecting children on behalf of the parent/carer will be asked for proof of identity / password before being admitted. *(Please note this system allows staff to speak to callers through the intercom system, this also means that your conversation whilst waiting for the door to be opened can be heard by staff and children through the monitor in the hall!)*
  - Parents are welcome to use the car park between 7.30 and 8.30a.m after which time the gates will be closed. They are reopened at 4.00 pm at which time parents may again use the car park area. *The car park gets very busy, please ensure your child/ren are supervised at all times whilst in this area.*
  - On arrival parents of year 3 & 4 children must accompany their child into the main school hall where they must register their child as present by signing the morning register. (This is crucial for safety and is required for fire safety purposes). Children in these years may leave their belonging in the hall area. Parents of year 5 & 6 children must also register their children as present on the morning register, but we ask that these children hang up their coats and bags on their pegs in school on their own, before returning to the hall to join in the fun.
  - Children will be released from the club, into school when the school bell rings at 8.45 (If your child attends 'Early birds' staffed by school staff they will be accompanied to this club at 8.30)
  - Children attending the afternoon session will make their own way to the hall where they sit with their keyworker, sign themselves in, and choose their snack from a buffet style selection of healthy foods. Children's arrival is monitored by staff who will search the school and speak to teachers if a child has not arrived by 3.45. Parents will be telephoned to confirm the whereabouts of the child. It is therefore imperative that you inform staff if your child is attending a school led club, going home with a friend, or not attending for any reason.
  - Should unfavourable domestic issues arise, please resolve the matter of collecting your child as the Club cannot legally prohibit any parent from collecting their child – unless there is legal documentation
  - A second break is taken at 4.45; children are offered a drink at this break and parents of children staying later are encouraged to bring in a 'tea box' which can be left with staff in the morning and will be placed in the Swallows fridge until needed. \*
  - Parents will normally collect their child from the school hall. However on occasions Swallows will be relocated to a classroom or may be outside on the playground. Parents will then be informed by a notice on the normal entrance door where to enter, and which rooms are being used. Also, especially in the summer months Swallows are often to be found outside. Again a notice informing you of this will be placed on the usual entrance door, and parents are asked to make their way onto the playground to collect their children.
  - On arrival you will be greeted by a member of staff and asked to sign and note the time of collection. Children will then be able to collect their belongings from school.
- \*Please note; drinks are also available throughout the session.

## Information

- Parents and children will be able to see what fun activities and opportunities we have planned for the for the term, and individual weeks, as well as other relevant information on the notice boards as you make your way along the corridor from the entrance door. On these notice boards, and a display board in the hall you will also be able to see the results of these activities on display. Children and staff do put a lot of time and energy into these projects, so please take a look on your way through!
- Parents will also receive current information keeping you up to date through regular newsletters, or newflash letters. These publications plus current booking forms can also to be found and are downloadable from our website [www.swallowschildcare.co.uk](http://www.swallowschildcare.co.uk)
- Staff are always on hand to speak to parents and discuss any problems or worries they may have, as well as your child's key worker who will keep you informed about your children's time in club.