



Swallows at Streetsbrook



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 to the left of the main school entrance. For children's safety, the door is locked. To gain entry please ring the Swallows bell located on the right hand side of the door. Staff are only permitted to allow entry to the premises to those parents/carers they know. All others collecting children on behalf of the parent/carer will be asked for proof of identity / password before being admitted.
- For Health and Safety reasons parents should not park in the staff car park and should enter school by the small pedestrian gates on Ralph Road only. However, after 4.30 pm the staff car park may be used as there is less volume of traffic.
Please take great care with your child as it is still a dangerous area.
- On arrival Parents are required to register their child/ren on the register located at the reception table in the entrance area.
- If you wish to leave a message for your child's teacher, you may do so by writing it in the class communication book which is available on the table near the entrance. Equally if you wish to leave a message for Swallows staff during the day these books can be located in the school reception area
- Children will be taken to their class and handed over to their teacher at 8.45.
- Nursery Reception and children in year 1 attending the afternoon session will be collected from classrooms by Swallows staff. Year 2 children will make their own way to Swallows, where they will be greeted and registered by a member of the team; if children from year 2 have not arrived by 3.25 the school will be searched and the class teacher will be found to ascertain if the child has been collected from school by a parent. 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
- To encourage independence children choose their snack from a buffet style selection of healthy foods.
- 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 4.30 and parents are asked to bring in a healthy 'tea box' for children who stay after this time which should be left with staff in the morning and which will be placed in the Swallows fridge until needed. These boxes should not be left in the classroom. Children who do not bring a tea box will be offered a drink and a piece of fruit.
- On arrival you will be greeted by a member of staff and asked to sign and note the time of collection.

Information

- Parents and children will be able to see what fun activities and opportunities we have planned for the term, and individual weeks, as well as other relevant information on the notice boards by the main reception area. On this notice board, and various display boards within the Swallows area 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!
- 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.swallowsschildcare.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.