

Arrival and Departure Policy

Crèche Cois Laoi is committed to ensure the arrival and departure of children is carried out safe manner.

Aim

- To ensure all children arrive and depart safely
- To ensure all staff, children and parents are aware of their responsibilities in the arrival and departure policy
- To keep an accurate record of all children in the Crèche

On Arrival and Departure

- Parents have a responsibility when entering or leaving the Crèche, to ensure that the doors and gates are shut properly.
- Each time you bring your child or children to the Crèche, parents are asked to come into their child's room, as the staff would like to greet both you and your child.
- If your child arrives after 9.30 am, your child's teacher will greet you and your child at the door, as the morning session may have started. The children are usually settled down by the morning session, but sometimes can be easily distracted. It can be difficult to get them settled again.
- It is a Health Service Executive requirement that the children must be brought to the room and left with a staff member. This is to ensure children are adequately supervised at all times. Again when you collect your child, the staff will want to say goodbye to you both as well as to provide information about your child's day.
- Parents are asked not to hold the main door in the lobby open for other parents attending the crèche or not to leave any other parent gain entry from outside the crèche.
- Parents are asked to ensure they lock both stair gates at the top and bottom of the stairs if used.
- The responsibility for the child transfers from the staff member to the parent once the parent collects their child.
- For safety reasons the exit code will be changed at least three times per year. Parents are asked not to inform children of the details of the code. If you become aware that your child has knowledge of the code, i.e. is able to exit the door independently, please inform the Crèche management immediately.
- After school children will not be allowed access to the Crèche without supervision from a parent/ guardian. After school children must be accompanied to their rooms by a parent or guardian.

On Arrival –

Parents of nursery and toddler children are asked to bring some fruit and drinks for their child/children to their room each morning. These snacks must be clearly labelled as sometimes the children do not always remember what snacks were theirs and it can cause distress for the children involved. The

snacks will be stored in the fridges in the room. Babies' bottles can be stored in the fridge in the nursery room and these also must all be clearly labelled. Dinners can be placed in the fridge in the main kitchen.

Parents of the Montessori and Naíonra children must bring their snacks and dinners to the main kitchen where they can be stored until needed by the rooms. There is no refrigerated storage in these rooms.

All parents must fill in the weekly menu sheet provided in their child's bags. For safety reasons children are not allowed in the kitchen area at any time.

Authorisation to collect your child

- No one will be allowed to take your child from the centre, unless we have signed written approval and photographic identification, signed by the child's parents, to authorise same.
- People who may pick up your child on a regular basis must be put on your child's enrolment form and a photograph must be supplied.
- Parents are asked to complete a collection form, which can be given to parents in the office, if they know in advance if someone other than the child's parents or guardians will collect the child that evening.
- If parents do not know in advance that they are unable to collect their child and must make alternative arrangements, they must ring the crèche at (021) 4901607 or (021) 4901606 and inform the Crèche Manager/Assistant Manager. The Crèche Manager/Assistant Manager will then inform the Crèche staff in your child's room. If the person who is collecting your child is not on our enrolment form, they will be asked to show some i.d. to prove they are who they say they are. If the crèche manager/assistant manager needs further clarification that it is ok for the child to go home with this person, then they will phone the child's parent to be 100% sure.
- Children's access issues are to be resolved between the two parents. Crèche Cois Laoi will not partake in any ongoing arbitration. The names stated in the child's contract and in the signed written approval, will be definitive. Any changes to the names on the contract or to the signed approval form must be put in writing.
- Children under the age of 18 are not permitted to collect children from the centre.

Exceptionally, if the situation should arise, whereby someone arrives to collect a child and there is no written authorisation for them to do so, the following steps will be taken:

1. Staff will find out the person's identity and the child's parents or emergency contact numbers will be contacted for verbal approval.
2. Once verbal approval is received, the person will then be asked for proof of identification. Once crèche staff are satisfied of the person's identity the child will be handed over.
3. If the parents or emergency contacts cannot be contacted, the child will not be allowed to go with this person.
4. This procedure is established to protect the child and their family.