Dropping off and Collection Policy

S C H O O L

We want you to be safe always. That is why we have a policy on who can collect you and how you travel to us from your school

We have a list of people who are allowed collect you from our service

Who can collect you? What are their names? Who are they?

- Never leave the service by yourself! An adult must always be with you – this means that they have to be over 16 years of age
- Only people that your parent/ guardian have told us can collect you will be allowed to collect you

If your parent/ guardian allows you to walk home by yourself, they have to fill out a form before we can let you walk home by yourself.

If you are booked into the After-School Service and you do not arrive we will

- Telephone the school to find out if you were at school
- We will telephone your parent or other emergency contact from contacts list.

KNOW THE
RULES
ABOUT SCHOOL COLLECTIONS

- ✓ It is important that an adult is with you at all times, dropping and collecting you to the Afterschool Service
- ✓ You can never be left alone without an adult.
- ✓ A Ray of Sunshine Staff Member will make sure that you are signed in/ out on the daily register

✓ It is very important that you listen to your Ray of Sunshine Staff Member and follow his or her instructions if you are walking to school from the service – to make sure everybody is safe

✓ Always hold hands when crossing any roads

Travelling by bus/car:

✓ Always stay with your Ray of Sunshine Staff Member and listen to his or her instructions carefully

✓ Always wear a seatbelt and sit in your booster seat if you need one

✓ The bus driver/ driver will need to concentrate on driving, so make sure you are not too noisy

Walking from school:

- Only your Ray of Sunshine Staff Member from your service will collect you
- There will be an agreed meeting place
- You will need to hold hands when crossing roads

- Always listen carefully to the instructions of your Ray of Sunshine Staff Member.

This is how you get to school/ are collected from school if the service takes/ collects you: