



Collection Time Protocol

Collecting children between 4:00 and 4:30

Last update: October 2021

Collection before 4:00

For Frogs, Pandas, Crocodiles and Armadillos there is no collection between 3:45 and 4:00 and for Leopards and Giraffes between 3:45 and 4:30. Parents should call the classroom; a staff member should get the child ready, and bring them down to the main door and hand the child to the parents. The child should be marked out in the register with the leaving time.

Staff need to be vigilant

When releasing children, hand the child directly to the arms or hands of the person collecting the child. Do NOT open the door, and let the child 'run' over to the parent. This may mean you can only have TWO children at a time with you, when you hand children to parents. All staff need to be vigilant to ensure every child leaves the building and goes directly to a parent. Our aim is to ensure children do not leave the building unaccompanied. If you see a child alone in the garden, outside the front door or street at home-time, take them back into the building. It is better a parent must come back to look for the child, than a child leaves alone. It is everyone's responsibility to do this, even for children not in your group

Frogs procedure

Parents should arrive at the main gate, between 4:00 and be picked up by 4:25. Someone at the gate will message the Frogs Class Whatsapp, and one practitioner brings down the child (usually carrying), and exits through the front gate. A practitioner is permitted to come with up to TWO children at once, but not more. Staff will provide end of day feedback either face to face at pick up or send a daily detailed voicenote.

Pandas Procedures

The gate to the street should be unlocked at 3:59, but remain closed. Parents should use the code to enter the gate, and close it behind them. Children play on the rugs at the back of the classroom, with toys, songs and stories available; sitting with 2 – 3 staff. One member of staff should be stationed OUTSIDE the door, giving feedback to the staff, and opening the classroom door, to call the children. A second team member will bring the child to the door. It is important to keep children who are not leaving BACK from the door, so that they cannot slip out. At 4:25 the door to the classroom is closed and LOCKED. All children (whether officially booked into late club or not) must go to the Sunshine room, with one team member. The exception to this is any siblings of children from Leopards who will be picked up from the classroom. They may stay in Pandas with as staff member, who has full responsibility for ensuring their safety. Only after the Leopards and Giraffes have all left, can the children be released if their parents have arrived.

Crocodiles Procedure

The gate to the street should be unlocked at 3:59, but remain closed. Parents should use the code to enter the gate, and close it behind them. Children play on the rugs at the back of the classroom, with toys, songs and stories available; sitting with 3 – 4 staff. One member of staff should be stationed OUTSIDE the door, giving feedback to the staff, and opening the classroom door, to call the children. A second team member will bring the child to the door. It is important to keep children who are not leaving BACK from the door, so that they cannot slip out. At 4:25 the door to the classroom is closed and LOCKED. All children (whether officially booked into late club or not) must go to the Sunshine room, with one team member. The Leopards must NOT enter the room, until all Crocodiles are in the Sunshine room and door shut.

Armadillos Procedure

By 3:50 children should begin to gather back in the Armadillos classroom from around the building, and put on shoes, get bags etc. By 4:00 all children should be back in the room. Parents should arrive at the main gate, between 4:00 and be picked up by 4:25. Someone at the gate will message the Armadillos Class Whatsapp, and one practitioner (the runner) brings down the child (usually in small groups) and exits through the front gate. The practitioner should not exit the building with more than two children at once, and should be holding their hands. The main front door must remain CLOSED, and should not be propped open. The person on the gate, can help bring children out from the lobby. Children must be given directly to an adult. At 4:15 all children who have not yet been picked up will come down by foot (stairs) with a minimum of two practitioners, and will sit in the lobby to wait for their parents. In the lobby one practitioner must take responsibility for providing books and toys, to keep the children interested and engaged. One practitioner will stay with the children on the floor in the lobby until every child has left.

Leopards Procedure

Parents should arrive at exactly 4:30 for pick up. Red and Blue Group exit through the Pandas classroom, and Green and Yellow through the Crocodiles classroom. TWO practitioners MUST be with each half of the class. Leopards are only permitted to enter the ground floor classrooms when the children from those classes have LEFT to the sunshine room, and the sunshine room door is closed.

Children should be seated on chairs near the door. Once all the children are seated; one practitioner unlocks the door, and stands in the doorway (do not leave the doorway to go onto the deck for any reason until all children have been dismissed). One member of staff sitting with the children. The doorway practitioner calls each child as they see the parent/collection person.

Giraffes Procedure

Parents should arrive at exactly 4:30 for pick up. They should wait against the wall outside the gan, by the central gate. During the end of day circle in Giraffes classroom, the children should put their shoes on. They should come down at 4:30, with two practitioners. One waits with the children in the lobby, and stands by the main door, the other practitioner waits by the gate, and calls the children. Parents must take their child from the staff member on the gate, children cannot walk down the line to their parent.