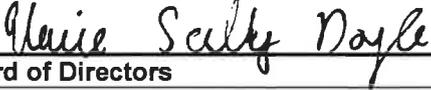


 Killorglin Community Childcare Centre CLG		BUS DROP-OFF AND COLLECTION POLICY			
POLICY NO.:	CCP No. 19	REV. NO.:	4	REV. DATE:	01.04.2025

PREPARED BY:	 Centre Manager	Date: 30/3/25
APPROVED BY:	 Board of Directors	Date: 15/5/25

Statement of Intent:

The safety and welfare of children attending Scamps and Scholars is of paramount importance. At Scamps and Scholars, we have established procedures for the drop-off and collection of children, to ensure a smooth transition and effective time keeping within our service. All procedures follow legislative requirements as per the Child Care (Pre-school Services) Regulations 2006 and subsequent legislation.

Killorglin Community Childcare Centre offers a drop-off morning service and two afternoon collection services to the local Killorglin primary school.

In **general**, below outlines the operation of the school drop off and collection service:

- The bus service runs in the morning for school age children.
- The service collects children from Scamps and Scholars and drops them to the local primary school in Killorglin.
- For children to avail of this service, your child must be booked in and registered with Scamps and Scholars.
- Fees will be appropriated to this service directly or indirectly as a part of another service, e.g. breakfast club.
- The bus service will not operate as a stand-alone service at any time and children availing of this service must be enrolled in one of the sections of the operations of Scamps and Scholars to avail of this service.
- The service only operates to and from the local primary school in Killorglin town.
- We will only ever be able to accommodate a set number of children on this service as the bus and bus numbers will be defined by the pre-booked bus operating the service.
- The bus service is operated by a third-party contractor through Local Link Kerry.

The Operation of the Service:

- Staff will have a roll of children that are intending to use this service on any given day.
- The school collection logbook should be checked for drop off and subsequently for collection before staff leave the building.
- Any changes that occur from the school collection book should be relayed to all staff on the school run.
- The school run phone should also be brought by one of the staff members.
- If the school phone is unavailable (not charged, etc.) then one of the staff members on the collection team should bring their own phone with them in case it is needed for contact back to the centre.
- Children will be gathered in the entrance hall and staff will ensure that appropriate clothing is donned and that the children have their school bags and ancillary required items.
- Children will be lined up to exit the building to where the bus is located (at this time the Fexco carpark accessed via the adjoining pedestrian gate).
- Staff will adopt the normal approach for moving a body of children:



- If there are only two staff on the school run, which would be normal, one staff member takes the lead position while the other staff member adopts the monitoring position.
- The lead staff member should enter the bus and hold a position at the front of the bus to monitor children ascending onto the bus and assuming their seats.
- The rear staff member will ensure that the children access the bus safely and assist children to board where necessary.
- Once all children have been seated on the bus, both staff members will ensure that all children have their safety belts on and are secured properly.
- A role call will be taken to ensure that all children are accounted for.
- Staff will assume their seats and put on their seat belts.
- Staff will sit at the front and back of the bus where possible to monitor the children for the duration of the short trip.
- On arrival at a designated location close to the school the first staff member will exit the bus and stay at the door of the bus to supervise the children alighting same.
- The first staff member will ensure that children line up safely in a designated safe location (holding zone) adjacent to the bus until all children are off the bus.
- The second staff member will be the last person to exit the bus and will ensure that all children alight from the bus in a safe and appropriate manner.
- The second staff member will also ensure that no items are left on the bus.
- Once all children and the second staff member have alighted the bus and joined the remaining children at the holding zone the children will proceed in a line to the school entrance.

This process is repeated for collection, with staff gathering the children at a holding zone in the school grounds, roll call is taken and children are walked to the bus in the manner previously outlined. Another roll call will be taken on the bus before the bus leaves for Scamps and Scholars.

Parents – When a Child is Absent:

If the child was in attendance in school and never turned up at meeting point, the staff member will ring the parent using the work mobile phone (**085 268 2909**). All contact numbers for parents will be stored on the work phone.

It would be helpful for parents to save this number in their own phone so they are aware that the staff on the school run are calling. Under the circumstances outlined, it is imperative that the parent is available to take the call at the time it is made.

The staff member will remain at school until the reason for the child's absence has been determined and his\her safety has been established unless directed otherwise by management.

This will cause great delays for staff and children therefore we would request that the parent's **inform Scamps and Scholars** preferably by either telephone call to the centre on 066 97 62525 or by phone or text to the school run/collection phone, if a child will not be attending on any day or is being collected by someone else. All this information is entered into the afterschool log at the centre and checked prior to school collection.

Absent Children:

On occasion it may transpire that a child who is down for collection in particular is not present at the school for collection.

In these circumstances staff should contact the school office to see if:

- The child was in today and present at school.
 - To see if the child went home early for any reason.
 - To see if the child was collected by another person.
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- Once the staff have carried out the above and if no satisfaction is forthcoming, then the staff members should use the school run phone to call the parents directly.
 - If contact is made and it is acknowledged that the child has been collected already then staff should proceed to move the rest of the children to the bus and complete the school run in the normal manner.
 - If it cannot be established that the child has been collected because we cannot get through to the parents, then a staff member should notify the school of this occurrence and also contact the centre and speak to the manager/ "person in charge" (PIC).
 - The manager/PIC will guide the next course of action to be taken, in conjunction with the school.



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