

TIGERZ AFTER SCHOOL CLUB

COLLECTION OF CHILDREN FROM SCHOOL PROCEDURE

The staff will follow this procedure when collecting children from Bridgend and Coulhill schools.

1. Staff will be allocated a school each day for collecting the children at 2.30pm
2. Each staff member will have a highlighted check list of children from each school that are attending the club.
3. At the schools check the children by the list and return to club
4. Once back at the club check child's name against list and tick off

If a child who is on the list for collection fails to show up, immediately contact the club (via walkie talkie/ mobile phone) also check with the school secretary if they have been at school that day. If they have been at school you then notify the staff at the club and they will then phone the parents or other emergency contacts.

If a child fails to turn up from the primary 4 – 7 by 3.30 at the latest we will then contact the school to see if they have been in school that day and again follow the same process by contacting the parents.

The collection from the Ardross bus at 3.30pm

1. Staff will be allocated each day to go up to wait for the bus to arrive.
2. Staff must carry a walkie talkie/mobile phone.
3. Staff need to be aware how many children they are picking up
4. The staff will take the younger children by the hand to escort them safely across the road.

The same process of contacting the school/parents will follow if the child is not present on the bus drop off.

CONTACT NUMBERS

AVERON CENTRE – 882287 TIGERZ MOBILE - 07748131652