 INTERNATIONAL KINDERGARTENS 國際幼稚園	ESF International Kindergartens Policy Document	
		Effective Date:
	Drop Off and Collection from Kindergarten Policy	Nov, 2010


ESF International Kindergartens –
 Title : **Drop Off and Collection From Kindergarten Policy**

Status : ***Revision B***

Approval Date : **November 2010**

Date for Next Review : **November 2013**

Originator : **KG Principals / Chief Operating Officer, ESF Educational Services**


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Originator: *ESF Educational Services*

Originator: KG Principals Ann Pearce, Chief Operating Officer, ESF Educational Services Date: October 2010	Reviewed by: Kindergarten Principals Date: November 2010	Approved by : ESL Directors Date: November 2010
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REVISION STATUS TABLE

Revision No	Effective Date	Summary of Revision	Reviewed		Approved	
			By	Date	By	Date
A	September 2010	New Policy	KG Principals	Nov2010	ESL Directors	Nov 2010
B	Feb 2012	Reviewed	KG Principals	Feb 2012	KG principals	Feb 2012

POLICY DOCUMENT ANNUAL REVIEW

This Policy document is subject to an Annual Review by ESL that is formally documented to ensure its continuing suitability, adequacy and effectiveness. Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and preventive actions, and improvements for the forthcoming year. ESL reserves the right to amend this Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate.

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1. PURPOSE

At ESF Educational Services kindergartens children are expected to be dropped off and collected safely and on time. This policy sets out the expectations for students and the guidelines for parents and Staff Members to follow in order to attain this.

2. SCOPE

This policy applies to all ESL Kindergartens.

3. DEFINITIONS / ABBREVIATIONS

ESF	The English Schools Foundation
ESL	ESF Educational Services Limited
Staff Member	any employee of ESF and/or ESL, including teachers and EAs
Principal	Principal of an ESL Kindergarten or School or an ESF School
Directors of ESL	Directors of ESL
COO	Chief Operating Officer, ESL
Head of Student Services	Head of Student Services, ESF

4. RESPONSIBILITIES

4.1 The Principal

The Principal is the point of reference for all issues relating to drop off and collection of children within an ESL Kindergarten.

4.2 Staff


The VP/Curriculum Coordinators, teachers and educational assistants are responsible for assisting the Principal by:

- Arranging the collection from and drop off of the bus children from the buses.
- Checking that all latecomers report to the main office.
- Monitoring that the appropriate collection and drop off procedures are followed.
- Informing parents of breaches in collection and drop off procedures.
- Discussing with the Principal any parents who repeatedly breach procedures.

4.3 Parents and Guardians

Parents/guardians are responsible for:

- Arranging for the collection and drop off their children on time to and from the kindergarten;

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- Picking up their child from kindergarten within a reasonable timeframe in the case of an emergency such as sickness or inclement weather;
- Notifying the kindergarten in advance of any changes in collection arrangements;
- Notifying the kindergarten in advance in the event of late collection or drop off;
- Being responsible for and supervising their child before the commencement of kindergarten and after kindergarten whilst they remain on school premises, eg for clubs and after school classes and whilst waiting for the school day to begin.

5. PROCEDURE

5.1 The kindergartens' collection and drop off principles

Children should arrive safely and promptly at school for the start of the school day in order to feel settled and maximise their learning.

5.2 Procedures

Children arrive at kindergarten either by personal family means or by a bus service. The safety of children is of paramount importance at all times.


5.2.1 Bus Children – Arrival and Departure

Bus Children will arrive at kindergarten, be greeted and escorted off the buses by kindergarten Staff Members and taken safely into kindergarten. They will be escorted onto the buses at the end of the session by kindergarten Staff Members and safely seat belted into the bus ready for the journey home. Adults collecting children from the buses need to show their security cards to the bus mother in order to receive their child.

5.2.2 Walking Children – Arrival and Departure

Walking Children are encouraged to arrive at school no more than 10 minutes before the beginning of a session. Their accompanying adult is responsible for them until they enter the class at the beginning of the session. At the beginning of the session children will be escorted into their kindergarten class and be handed over to the teacher or an EA. Adults are requested to say goodbye before the children enter the classroom door/area.

On departure, adults should wait at the front gate/door/foyer area until such time as they are invited to collect the children. They will then wait outside their class or in the waiting area until invited in or the children are assembled for collection. Adults must show a security card in order to pick up children unless they are recognised as the child's parents. Adults and children should try to vacate the premises within 10

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minutes of the session ending to enable teachers and Educational Assistants to prepare for the next session or day.

5.2.3 Identification of Children

Children should only be released from the kindergarten or from the school bus to a known adult. The kindergartens should have in place procedures to ensure that there is a photo identification for each child and that parents nominate specified adults who will be responsible for collecting children and that parents advise the kindergarten of any changes in those arrangements.

Parents should be advised to inform the kindergarten if there are any changes to their usual arrangements for the drop off and collection of their child(ren).

5.3 Late Arrivals and Collections

5.3.1 Late Arrival

Children arriving after the beginning of the session must report to the main office to notify them they have arrived. All children arriving late must be registered at the office in case of fire. Educational Assistants and Teachers should check all latecomers have reported to the office on arrival in the class.

Teachers are asked to monitor any children who are consistently late and should talk to the parents about their lateness.


5.3.2 Late Departure

Should an adult be late in collecting a child, Staff Members must remain with that child at all times until the child is picked up. Parents should telephone the Kindergarten if they are going to be late, giving an indication of what time they will arrive. Again, teachers are asked to monitor any children who are consistently late being picked up and talk with the parents about this matter.

5.3.3 Dealing with Repeated Lateness

The following steps will be followed for children who are delivered or collected late on a regular basis.

- Teachers will make a note in the communication book that the child was late on several occasions including dates.
- Teachers and office staff will record persistent lateness and ask the parents to sign in a book against the time they collect or drop off.
- If the lateness continues, teachers will talk to the parents and ask them to explain why they are late. Teachers will remind parents that late collection or delivery to school can result in missed learning time, distress for the child and

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disruption for the class and staff. Teachers will also report the situation to the senior management team at this point.

- Continued lateness will be followed up by a phone call and official letter from the Principal.
- If lateness persists then a meeting will be arranged by the Principal to see the parents and discuss the issues regarding lateness. If possible some solutions may be suggested.
- Persistent lateness following a meeting may result in exclusion of the child from school.

5.4 Emergency Procedures

5.4.1 Early Collection in the Event of Sickness or Inclement Weather

In the event of a child becoming ill during the school day or a severe weather warning school will telephone the parents of the child and ask for them to be collected. Parents are expected to have emergency procedures in place and collect their children within a reasonable time frame if asked to.

5.4.2 Non Collection of Children

If a child is not collected from school and no contact has been made by parents the following procedures should be followed:

- Parents or emergency contact should be telephoned and asked to collect the child immediately. The child should remain under adult supervision within school until they can be collected.
- If parents and emergency contact cannot be contacted, the Principal, or senior member of staff (if Principal off site) should be notified.
- If the child is not collected by the end of the staff working day, the child should be escorted home by a senior member of staff and the parents billed for the transport and sent a written warning.
- If no-one is available at home, the Head of Student Services and the Police should be notified.
- Repeated incidents of non collection will be reported to the Social Welfare Department and the Head of Student Services by the Principal.

6. Compliance

6.1 External Compliance

This policy complies with the Operation Manual for Pre-Primary Institutions.

6.2 Internal Compliance

Any matter concerning the implementation of this Policy should be raised with the Principal or the COO. Any matters of non-compliance should be raised with the COO or Directors of ESL.