



Peter's Patch
Forest School - Day Care - After School Club

Drop-off /Collection Policy

It is the aim of Peter's Patch to provide the highest standards of care as the welfare of the children is paramount.

All parents will be asked to bring in a photograph of their child/children as proof of identity for school drop-offs and collections.

All our staff are made fully aware of what each individual child looks like. If any staff are unsure about what a particular child looks like they will need to inform a member of the management team and check the individual child's folder for a photograph.

Dropping off Children

If any children are attending Breakfast club parents should ensure that their child/children are dropped off at our setting between the hours of 7:30 am and 8:30am. Breakfast is available for all children during this time.

At 8:30am trained staff who are on duty that morning will walk the Primary school children to school according to the child/staff ratio. During the walk to school staff will adhere to the child protection policy with regards to safeguarding children in their care.

Any children who attend primary schools that are further away will be taken to school either in the Peter's Patch bus or the Peter's Patch people carrier. Designated staff will take children to their schools via these methods of transport.



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Any Children who attend nursery are dropped off at Peter's Patch Play-school / Afterschool by the Peter's Patch bus and are then walked down to their nursery for their start time by trained staff who are on duty that morning.

Any children who attend nursery schools that are further away will be taken to school either in the Peter's Patch bus or the Peter's Patch people carrier. Designated staff will take children to their schools via these methods of transport.

Collection of Children

It is the responsibility of trained staff who are on duty in the afternoon to collect children from the school when they finish. The number of staff present will be according to the child staff ratio which is 1 adult to 8 children. Staff will bring the sheet listing the children they have to collect on it. They also will bring the high-vis shoulder bag which includes a First-Aid kit and any medication any of the children may acquire i.e. An epi pen (For nut allergies)

Any children who attend primary and nursery schools that are further away will be collected from school either in the Peter's Patch bus or the Peter's Patch people carrier. Designated staff will collect children from these schools via these methods of transport.

Please note that children will be taken to outside school activities when pre-arranged with parents and permission has been obtained.

Updated: November 2024