



Ballygawley Early Years Playgroup

Child Arrival & Collection Policy

Ballygawley Early Years Playgroup is committed to ensuring the safety of the children in its care, therefore it is Playgroup policy to have a signed arrival and collection contract. All parents/guardians must therefore provide a written record of the persons responsible for bringing/collecting the children to/from the Playgroup. Please note that no child will be allowed to commence his/her place without this form being completed.

Prior notice must be given in writing to the Playgroup Leader in the event of any change, we stress this is the parents/guardians responsibility. The Playgroup Leader will note the change and inform all staff on duty.

Procedure

1. Adults responsible for bringing/collecting children must be listed on the enrolment form and should make themselves known to staff. Please note no one under age of 18 can be listed as a contact nor will the staff release a child into care of someone under 18.
2. All relevant contact details will be held on file in the case of a parent/guardian needing to be contacted. It is the responsibility of both the Playgroup Leader and the parent/guardian to ensure these contact details are correct.
3. All children must be present for 9.00am/12.30pm. The Playgroup external and internal doors will be locked at 9.10am and 12.40pm (10 minutes after the commencement of each session). Should you require admittance after these times please ring the doorbell for assistance.
4. Children remain the responsibility of the parent/guardian who has brought them to the Playgroup until such time as the Playgroup staff has taken them into the main room. A short hand over should be given to the member of staff, e.g. if they have a temperature, cold, cough, etc.
5. All children must be collected at finish of Playgroup session time. For morning session this is at 11.30 am, and afternoon session at 3.00pm.
6. The named designated parent/guardian must wait to receive the child from the Playgroup staff at the front door. Children will not be released to any other persons regardless of the circumstances. Please also note no child will be released to anyone



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under the age of 18.

7. In the event of a child not being collected on time the Playgroup Leader will contact the named parent/guardian by telephone. Two members of the Playgroup staff will stay with the child until the parent/guardian arrives.

8. If the parent/guardian is consistently late the Playgroup Leader will inform the Chairperson of the Management Committee so that the matter can be addressed if required.

9. Playgroup staff are neither responsible nor insured to leave children home.

10. The Playgroup Leader or the Playgroup Assistants have the right to question any member of the public who approaches the premises for any reason. If successful identification cannot be obtained staff will follow the Unwanted Adult Visitor policy.

This policy was adapted at a meeting of our playgroup held on the 1st September 2026.

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2026

Signed:

(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....



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Date: Signed:..... Position:.....

This policy links with the following policies;

- Safeguarding Children and Child Protection policy
- Security policy
- Whistleblowing policy
- Unwanted Adult Visitor policy
- Management of the Risks Associated with the Care of Individual Service Users policy