



# Naíscóil an Chaistil

## Dúnghaois Bhailiú Páiste /

### Arrivals & Collection of Children from Naíscóil an Chaistil

#### Safety & Security

It is very important that every child arrives at and leaves the naíscóil safely. To ensure the safety of the children the following arrangements are in place:

- Entrance through the front door will be restricted by the use of a buzzer/magnetic locking system.
- Entrance to the classroom and in particular the toilet area is not permitted without permission from a member of staff.
- A child should never be removed from the outdoor play area without consent from a member of staff.
- All persons should secure the main entrance door once they have gained entry.
- Parents/guardians must provide a list of names and phone numbers of those who have/have not permission to collect their child

#### Arrival

- Parents should leave their children to school on time.
- We understand that this can be difficult for working parents. To facilitate this, we offer a window of 15 minutes for dropping off.
- However, due to insurance and safeguarding reasons, the doors of the Naíscóil **MUST NOT** and **WILL NOT** be opened before 8.50am.
- For the same reasons the door must be closed promptly at 9.05am.
- Those parents wishing to gain access after this window must use the buzzer system.
- In addition to children's attendance, staff will monitor children's punctuality. Any concerns the staff have will be brought to the attention of the school's Principal in order to promote good habits in preparation for Rang 1.
- Children should be brought to the door of the naíscóil and should never be left at the gate on their own.



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## **Departures**

- As an early years setting, Naíscóil an Chaistil appreciate the value of a structured routine. Every minute of every day is accounted for to ensure the children are constantly learning and developing.
- We also believe that it is very important that the children feel safe and secure the entire time they are in our care.
- For these reasons, staff will not open the door until the end of the session. The session ends at 1.45pm.
- This is to allow children to access their coats etc safely.
- As previously stated, we endeavour to accommodate parents and as such we would ask that parents inform staff in advance if they wish to collect their child early from naíscóil.

## **Persons Collecting Child from Naíscóil**

- Parents/guardians must provide a list of names and phone numbers of those who have/have not got permission to collect their child from naíscóil
- Parents must inform staff if somebody different will be collecting their child from naíscóil even if they are listed as having permission
- Staff will assume in the case of an emergency that those listed as having permission to collect the child from naíscóil may do so.
- No person under the age of 18 years are legally permitted to collect a child from naíscóil unless they are the child's parent/guardian.