

# Polasaithe

## Naíonra Céimeanna Beaga

Polasaí 4: Polasaí ar Pháistí ag teacht agus ag imeacht / Collections and Arrivals



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### Polasaí ar Pháistí ag Teacht agus ag Imeacht

- Ba cheart do thuismitheoirí/caomhnóirí an páiste a thabhairt chuig doras an Naíonra agus é/í a fhágáil le duine de na Stiúrthóirí. Tá sé tábhachtach go mbailítear an páiste arís gan mhoill ag deireadh an tseisiúin, mar go minic éiríonn páiste imníoch nuair atá gach páiste eile imithe abhaile. Tuigimid go mbeidh amanna nuair a bheidh thuismitheoirí/caomhnóirí/ cúramóirí déanach, áfach, iarraimid oraibh bhur ndícheall a dhéanamh bheith in am. Má tá duine eile seachas an thuismitheoir/caomhnóir/cúramóir atá ainmnithe ar an bhfoirm iontrála le páiste a bhailiú ba cheart an duine sin a chur in aithne don Stiúrthóir roimhré, mar ní ligfear páiste amach as an Naíonra le strainséir.
- Bí cinnte go mbíonn ball foirne an Naíonra ar an eolas faoi theacht do leanbh go dtí seomra an Naíonra gach maidin. Iarraimid ort go gcuirfí ar an eolas muid trí théacs nó ríomhphost nuair nach mbeidh an leanbh ag freastal ar lá faoi leith.
- Tá ríthábhacht ag baint leis an gcóras sa Naíonra chun síniú a fháil ar maidin ar theacht an pháiste agus tar éis seisiún an Naíonra ar fhágáil an pháiste ón duine a fhágann an páiste agus a bhailíonn an páiste ón Naíonra, mar a thugtar i rialacháin an FSS. Líonann muid freastal an linbh sa leabhar rolla mar a sonraítear i rialacháin an FSS. Cuirtear na nósanna imeachta seo i gcrích ar mhaithe le slándáil do leanbh, na baill foirne agus duitse, an thuismitheoir.
- Tóg le fios nach gclúdaítear do leanbh ó thaobh árachas de, lasmuigh de ghnáth uaireanta an Naíonra.
- Bheimid buíoch dá n-úsáidfeadh thuismitheoirí bealach isteach an Naíonra agus gan príomhdhoras na scoile a úsáid. Má tá tú déanach ag fágáil do leanbh isteach sa Naíonra is féidir príomhdhoras na

scoile a úsáid agus ligfidh rúnaí na scoile isteach thú. Nuair atá tú ag fágáil do leanbh chuig an Naíonra, ba chóir an leanbh a thabhairt chomh fada leis an Naíonra agus é/í a fhágáil le ball foirne an Naíonra.

- Ba mhian linn a mheabhrú do thuismitheoirí gur é polasaí an Naíonra ná, gan leanaí a scaoileadh saor le héinne nach bhfuil ainmnithe ar an bhfoirm bailithe nó an fhoirm liachta thíos. Déantar seo ar mhaithe le sábháilteacht an linbh a chinntiú agus comhlíonann sé rialacháin an FSS.

### **Collections and Arrivals**

It is essential, to the efficient running of the service, that parents/guardians inform the Manager if their child is unable to attend the service. Parents/guardians are asked to follow up with a telephone call or text to inform the Manager when the child will be returning. A register of the times and days that children attend is kept.

#### **Arrivals:**

- The child is brought to the classroom by parent/guardian.
- The child is physically admitted to the classroom by a staff member.
- The child will be greeted by staff member.
- The premises are secured by a locked external door.

#### **Collection Policy:**

- Parents/guardians must collect their child by the agreed collection time. Parents/guardians will be asked to give the names of at least two other people who are authorised to collect the child. If the parent/guardian is late arriving to collect the child, the Manager will endeavour to contact the parent/guardian. In the event of being unable to contact the parent/guardian, the Manager will contact the other named persons to collect the child.
- Children will not be released into the care of a person under the age of 18 years or to a person who appears to be incapable of caring for the child. Should this situation arise, the staff will contact an authorised collector. If no one is available to collect the child, then the Manager should contact the Tusla Social Work Child Protection Team.
- We ask that parents/guardians do not collect their child from the service while under the influence of alcohol. This can lead to embarrassment and worry within the team. If parents/guardians feel that this situation may arise they should arrange for an authorised collector to collect their child.

- We **MUST** be informed, in writing, if anybody, other than the persons named on the collection details, are to collect the child. A child will **NOT** be allowed leave without written permission from a parent/guardian.
- Parents/guardians are asked to park safely and not to cause an obstruction, even for a very short time.
- In the event of a parent/guardian collecting another child, a prior arrangement must be made.
- In order to comply with childcare legislation, which determines the staff/child ratios and in the best interest of the children (children can become distressed when no one comes for them when all the others have been collected) it is important that children are collected on time from the service.

### **Late Collection of Children:**

#### **Children must be collected promptly at the end of their session.**

We understand that sometimes a parent/guardian is unavoidably delayed when coming to collect their child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents/guardians, in this situation, must contact the Manager to say that they will be late and arrange with staff what to do. Children are only released from the service to individuals named by the parent.

### **Early Collection of Children**

We ask that parents/guardians let us know if they will be picking up your child early so that we can have the child ready and to minimise disrupting the rest of the group.

### **Late Drop Off:**

We ask parents/guardians to drop children off at the correct time to avoid disrupting the group once they have started and so that your child benefits from our full daily programme.

### **Separated and Divorced Parents:**

Married parents are automatically joint guardians of their children. Neither separation nor divorce changes this. Some unmarried fathers also have automatic guardianship.

- We cannot refuse either parent to collect their child unless a court order is in place.
- We ask that parents give us information on any person that **does not** have legal access to the child.
- Where custody of a child is granted to one parent, we ask parents to clarify the circumstances with us. This information will remain confidential and will only be made known to the relevant staff. If there

are any legal documents i.e. custody order and/or barring order, we ask parent to provide us with a copy to keep on file.

**Attempted collection by a parent who has been denied access in a court order:**

- A parent, who has been denied access to a child through a court order, will **NOT** be permitted on to the premises.
- If the parent, who has been denied access, becomes threatening or violent and insists on removing the child from the service this will be viewed as trespassing. The service will, in this event, contact the Local Gardaí.
- Má bhíonn aon athrú ar na socruithe seo, iarraidimid ar chuile tuismitheoir go gcuirfí seo in iúl dúinn i scríbhinn, chun nach mbeidh aon míthuiscint maidir le cé atá údaraithe chun na linbh a bhailiú. Ní scaoilfidh an leanbh chuig duine nach bhfuil a (h)ainm cláraithe, má tá aithne ag an leanbh ar an duine seo nó a mhalairt. Gabhaimid buíochas leat as do chomhoibriú ar an gceist tábhachtach seo.
  - Seisiún na maidine : 8:45am – 11:45pm
  - Seisiún na iarnóin: 12:00pm – 3:00pm