

Policy title	Kids/Youth Drop Off and Collection
Policy area	Health and Safety / Academic
Policy available for Students – yes/no	NO
Policy detail	<p>The Learning Connexion has procedures in place to ensure the safety of children coming to and from class.</p> <p>They are as follows:</p> <ul style="list-style-type: none"> ● Parents must sign in and sign out their children at the beginning and end of a class. Only people who have been previously approved by the child’s caregiver may pick them up from class. ● A list of these people will be available as a hard copy in the classroom. Staff will NOT release a child to a person who is not identified on the enrolment form unless the caregiver is contacted for authorization. ● Parents are expected to contact TLC reception or the tutor of the class if their child is enrolled and will not be attending. ● Older children can make their own way to class if previous permission has been given from their parents in the form of a signed consent form. A consent form must be signed and given to the tutor before the child may leave the class without being signed out. ● In the event that a child does not arrive and has not notified the tutor previous to the class the following steps will be taken: <ol style="list-style-type: none"> 1. Parents will be telephoned. 2. If parents are unavailable, emergency contacts will be called. 3. Police will be contacted, if necessary. ● If a child is not collected at the end of class, the following procedure will be followed: <ol style="list-style-type: none"> 1. A staff member will remain with the child. 2. Parents and emergency contacts will be telephoned. 3. If there has been no contact with the parents or emergency contacts within one hour of the class closing, police will be contacted and notified of the situation. 4. A note will be left at the school indicating where the child has been taken. The TLC Operations group will be informed.
Related Procedures	
Date Created	March 2018
Review Dates	June 2020, August 2021

The Learning Connexion – TLC
PO Box 9811, Wellington 6141 (0800 278 769)

Next review date	August 2022
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Links	
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