

Arrivals and Departures Policy

Presented to	Date	Name (Chair)	Signature
Collegiate			
Trustees			
Review			

1. Arrivals

1.1. It is the aim of the Kindergarten to provide a warm welcome to each child and their parent/carer on their arrival.

1.2. A member of staff will sign the child in immediately on the register.

1.3. A register is kept which is completed daily for fire safety purposes.

1.4. Any relevant information shared by the parents/carers during morning handover, i.e. medicines or injuries, should be recorded on the appropriate form and signed by the parent/carer.

2. Departures

2.1. Children will not be allowed to leave with a person who is not named as a parent/carer without signed permission from the parents/carers. Parents/carers should let the kindergarten know beforehand if someone different is picking up their child.

2.2. A password system can be put in place when a family friend or relative is picking up a child as agreed by the parents/carers. The person must provide identification if asked to do so.

2.3. Children will not be allowed to leave the kindergarten with anyone under the age of 16.

