

Kiddy Academy Arrivals & Departures Policy

It is our policy at “Kiddy Academy” to give a warm welcome to each child on their arrival.

Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure their safety and that their attendance and the time of their arrival is recorded in the register.

Under no circumstances will a child be allowed to depart from the premises unless it is with a person who is either known to staff or able to provide proof that they are authorised to collect that child and that they are over the age of 16. Any person not known to the nursery must provide a member of staff with the password previously agreed with the child's parents. A record of passwords is stored in the child's registration pack. If the password has not been given to the person who has come to collect the child, the staff member must contact the parent and request permission for the child to leave. If the parent has forgotten the password at any time then a new password can be set up and records must be updated accordingly. Alternatively, a reminder can be given to the child's parents only or the person who has parental responsibility or legal guardianship. The password must never be shared with anyone else. A member of staff must always acknowledge departure of a child and sign them out in the room register stating the time they left.



Childcare at its Best

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