



Arrival and Departure Policy

This policy will be reviewed on an annual basis

Aim: To have certain procedures at Kidz Star Club which we follow to ensure the utmost safety of your children. Always ask to see ID if the parent or carer is unknown to you.

Children:

Arrival

To access KSC please use the door to the school hall where you will be greeted by a member of staff and your child's attendance will be recorded on our daily register.

Departure

Departure times are 4.45pm or 6pm. Please ensure you see a playworker or playleader to let them know your child is leaving. Your child is marked as leaving on the register when they depart.

Pin (Personal Identification Number)

When your child starts at Kidz Star Club, you will be given a personal pin. This is to be used if someone unknown to the playleader and playworkers collects your child. You must give your PIN to the person collecting enabling them to have permission to collect. If they do not have the PIN we will not let your child go with them.

These procedures are very important to ensure the safety of your child. Please could you ensure that any person other than yourself is also aware of these procedures before they bring your child to Kidz Star Club or pick them up.

Adults:

All visitors to Kidz Star Club must either ring the intercom or knock on the hall door and wait to be greeted by a playleader or playworker. The visitor's business must be stated and proof of identity provided. The visitor must read the Visitors Policy and sign in the visitor's book detailing their time of arrival and when departing enter the departure time.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Thursday 19th October 2023

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson etc.)



Chairperson
