



Arrival and Departure Policy

Aim: To ensure we have certain procedures at Kidz Star 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

The main entrance to the Lanscore School has an intercom facility in place. Please buzz to alert a playworker or playleader who will release the door lock. Please make your way to the School Hall and register your child letting us know who will be collecting. This information is 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's name is crossed out from 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 pick up. If they do not have the pin number 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 ring the intercom and wait to be admitted 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 22nd October 2020

Signed on behalf of the Management Trustee Directors

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

Chairman
