



## 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. We will 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.

Please ensure that you bring your child to the hall, we insist that children are not left to make their own way to the club.

#### **Departure**

Departure times are 4.45pm or 6pm. Before 4pm please ensure you see a playworker or playleader to let them know your child is leaving as the gate is open. The gate to the back playground will be locked from 4pm, if there is no member of staff by the gate upon collection, please ring the buzzer in reception, identify yourself and then meet a staff member by the gate. Your child is marked as leaving on the register when they depart.

Parents can give permission for a competent person (secondary school age and above) to collect, once we have released the child into their care, this person is then responsible for your child.

#### **Pin (Personal Identification Number)**

When your child starts at Kidz Star Club, you will be given a PIN. This can be given to a trusted adult for them to collect when you are unable to, this is your permission for us to release your child to them. If they do not have the PIN, we will not let your child go with them until we have contacted you or a known contact. If they do not have the PIN we will not release your child to 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 buzzer 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 9<sup>th</sup> October 2025

Signed on behalf of the Management Trustee Directors

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

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Chair

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