

MATLOCK PRE-SCHOOL PLAYGROUP

ARRIVAL AND DEPARTURE POLICY

To ensure the safety of the children at both of our sites (Woolley Road site and Tin Hut Smedley Street site) Matlock Pre-school Playgroup has clear arrival and departure procedures (see Operational Plan).

At our Tin Hut site - There is a Change to Collection form on the parents notice board to record any changes to the collection of a child or if the parent will not be at their usual contact number.

At our Woolley Road site – - There is a Change to Collection form on the parents notice board to record any changes to the collection of a child or if the parent will not be at their usual contact number.

No child will be released into the care of a child under the age of 16.