



Departure Policy

We hope that the time your child has spent with us, will have been enjoyable and rewarding. We are always sad when it is time for a child to leave and move onto new pastures.

It is very important for your child and the other children in my care to have the opportunity to say goodbye. If possible we like to organise a special leaving party for the child where all the minded children have an opportunity to make a goodbye card and gift if they want.

On departure we will provide the parents with a folder containing examples of their child's artwork, photographs and a simple record of their time spent with us.

We do ask that you stay in touch, it is great for the child to retain the link and we love to hear how the child is progressing.

We will ask departing parents to sign a form saying that our contract has now been terminated and that the last day of minding was.... This is for the Inland Revenue and our accounting procedures. If the parent is claiming the childcare element of the Working Tax Credit, the responsibility lies with them to inform the authorities of the change of circumstances, however we reserve the right to make contact with them if we feel that the parents are intentionally defrauding this benefit.