



### **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 our care to have the opportunity to say goodbye. If possible, we will organise a special leaving party for the child on their last day, where all the minded children have an opportunity to say their goodbyes. We encourage the children to swap contact details, providing parents are happy for them to do this, so they can stay in touch.

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 will include the date of the child's last day at T&D Childcare. If you are claiming the childcare element of Working Tax Credits, the responsibility lies with you to inform the authorities of your change in circumstances, however T&D Childcare reserves the right to contact them if we feel that any parent is intentionally defrauding this benefit.