

# CUBBY'S CLUBHOUSE



## Departure Policy

I hope that the time your child has spent with me will have been enjoyable and rewarding. I am 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. I encourage the children to swap contact details, providing parents are happy for them to do this, so they can stay in touch.

On departure I 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. It would be lovely if you stay in touch, it is great for the child to retain the link and I love to hear how the child is progressing.

I 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 my 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 I reserve the right to make contact with them if I feel that the parents are intentionally defrauding this benefit.