



Puffins Pre School Responsibility of Visitors Policy

Puffins Pre-school welcomes the families of its children. We have many celebrations to which families are invited to attend.

When families visit Puffins Pre-school they are welcome to bring along other members of their family.

A session at Puffins Pre-school is from 9:10 – 12:10. During a session staff are only responsible for the children on the register for that session.

Children coming into Puffins Pre-school that are not on the register are the responsibility of the family member attending with the child/children.

The family member is required to sign to say who they are and the name of the child they are responsible for.

This policy was adopted at a meeting of Puffins Pre-School

Name of committee member: S. Bartlett Date: June 2013

Signature of committee member:

Name of Play Leader :

Date:

Signature of Player leader:

Review Date:	Name of person reviewing	Signature:	Amendments: