



CHILD'S PASSWORD

Dear Parent / Guartdian

In order to keep our security procedures up-to-date we have implemented a password system.

You have provided us with a list of people who are authorised to collect your child. However not all of these people may be known to us or, there may be exceptional cirsumstances when another adult may need to collect your child. This is where the password will need to be used.

The password does not replace the need for an unknown adult to bring proof of identity when they collect your child, it just adds an extra element of security to ensure we only let children leave our premises with the correct adult which is for everyone's peace of mind.

We would be grateful if you could complete the form below to let us know your preferred password. These details will be kept securely locked away at playgroup and will not be shared under any cirsumstances. It is in your best interests to keep your password confidential and only provide it when absolutely necessary.

If, in the future, you wish to change your password, for any reason, please speak to a member of staff.

Thank you for your cooperation.

Child's Name _____

Confidential Password _____

Parent / Carer Name _____

Signature _____

Date _____