

Twilight Hours After School Club

Separated Parents Policy

Twilight Hours Out of School Club aims to work with all parents where possible to enable us to give the best support to the children. This Policy clarifies who has Parental Responsibility and who can and can't collect children from Twilight.

Parental Responsibility is held by:

- The natural mother.
- Both parents if they are married at the time the child is born. *
- The Father where he is named on the Birth Certificate.
- Step-parents, in agreement with the child's mother (and the other parent if they have Parental Responsibility).
- Persons granted a Child Arrangements Order.
- Persons appointed a Guardian.
- Persons granted a Residence Order.
- Persons named in an Emergency Protection Order
- Persons granted a Special Guardianship Order
- Parents who adopt a child.
- A parent by virtue of the Human Fertilisation and Embryo Act 2008

*If the natural parents are not married at the time of the child's birth the mother automatically has parental responsibility. The father can gain this by jointly registering the birth or by subsequently acquiring it by legal means.

Only a person with Parental Responsibility can Register a child with Twilight Hours. They can nominate other persons who can collect the child from us (such as a grandparent or neighbour), as can another person with Parental Responsibility. We cannot prevent a person with Parental Responsibility (whether shown on the Registration Form or not) from collecting the child, or specifying someone to else to do so unless we have a Court Order in place.

Here at Twilight Hours we understand that in the case of estranged parents, communication may become difficult, however we cannot: -

- Get involved with negotiations between estranged parents.
- Be expected to pass on messages between parents or to a child.
- Report back to one parent/carer about the other parent/carer.

Anyone can sign up for our Newsletter. Only a person with Parental Responsibility or their nominated contact can receive our Invoices. We can offer split Invoicing for separated parents.

This policy was adopted by: Twilight Hours ASC	Date: 16/09/2020	Policy No: SP 001
To be reviewed:	Signed:	
Policy Name: Separated Parents	Signed:	