

ARRIVALS AND DEPARTURES

To ensure children are safe as they arrive and depart, we require an **ADULT** (18 years plus) to accompany their child/ren into the centre and sign the roll. Staff do not accept Duty of Care until the roll is signed. Adults may not drop children off at the front gate.

If there is going to be a change in the collection routine for your child, please let a staff member know and record the change alongside your child's name on the roll.

Encourage your child to carry their bag in and put it on a hook. It means they will know where their bag is during the day. Then they can put their lunch box in the basket. Fruit and their water bottle stay in their bag.

At the farewell time an Adult **MUST** collect children. During Covid restrictions please collect your child from staff at the front door.

We are unable to release children to any person whom you have not given collection authority to on the enrolment form. If staff do not know the person collecting your child by sight, who is listed on the enrolment form, we will ask them to produce photographic identification to confirm their identity and may ring you.

If you need to collect your child early, please inform a staff member before removing your child. If you have to make an unexpected pick-up during a session, please ring the Centre with details on 8276783.

Please only open the gate for your child. Do not let other children through.

Unfortunately, we are unable to provide care before and after kindergarten. We ask that your child is dropped off and collected on time, both for social reasons – children do not like to be the last - and respect for the important work staff do before and after children are at kindergarten before they leave each day. We have commitments in our private lives too.