

Aberfoyle Hub Preschool

Arrival and Departure Policy

[*National Quality Standard 2.3 Regulation 168 \(2\) \(f\)*](#) Related key regulations: [99](#), [158](#), [160](#), [176](#)

Parent responsibilities:

- Parents and/or caregivers MUST accompany their child inside the preschool gates and to a supervised area.
- Parents are requested to wait outside until the door is opened by an educator. Children cannot be dropped off before this time. This is a busy time when educators are preparing for the session and are not able to take on supervision of children.
- Parents are encouraged to sign their child in and out on the Attendance Sheet
- Parents are responsible for advising educators when their child will be picked up by someone other than themselves. **This information is to be recorded in the space on the sign in sheet** or by phoning the centre. Children must be picked up by an adult.
- Children will not be permitted to leave the centre until the parent or caregiver has entered the centre and the child has been farewelled by an educator.