

DROP OFF AND PICK UP POLICY

- ❖ Only adults listed on the child's enrolment form with authority to collect will be allowed to pick up a child. Verbal or written permission from the child's parent or guardian must be given to staff for an adult not listed in the enrolment form to pick up a child. Staff must request to see photo id if the person given permission to collect is unfamiliar to them.
- ❖ All children must be signed in and out for each session.
- ❖ A staff member will open the door to greet families at 8:30am when our kindy day begins.
- ❖ Staff will say goodbye to children from the meeting place door at pick up time.
- ❖ Children can be collected earlier if needed, parents can write a message to staff in the diary or let a staff member know.
- ❖ Children need to be collected by the end of the kindy day which is 3:15pm.
- ❖ Families need to ensure that children don't press the green exit button when leaving the centre and that only children in your care leave the building with you.