



Arrivals, departures and collections Policy

Parents and/or Caregivers MUST enter the centre to deliver and collect children.

Preschool sessions do not begin until 8:45. Parents and/or Caregivers are responsible for the supervision of their children until this time if they arrive early. This allows educators to set up for the day.

Preschool sessions finish at 2:45pm and Parents and/or Caregivers are expected to pick up their children at this time. If you are running late, please phone the preschool and inform an educator.

4. NO child will be permitted to leave the centre until the parent and/or caregiver has entered the grounds and the child has been farewelled by an educator.

5. If the regular parent/ caregiver cannot collect your child from the centre, please write who will be collecting your child next to their name on the sign in sheet. Please inform staff so they know of the alternative arrangement you have made. All persons who are asked to collect children must be listed as an authorised contact in your child's enrolment form. If you need to add any one to this list, please see an educator. If staff do not know the person who will be collecting your child, they will be asked to show identification to ensure children are going home with an authorised contact.

6. Parents must sign children in and out of each session.

Bus Arrangements

In accordance with the Department for Education's School Transport Policy, Principals and District Directors may approve students to travel on existing school busses under certain conditions.

If children are to use school buses the following steps need to take place.

1. Permission for Transport needs to be organised with the bus coordinator at Ardrossan Area School. Once a child has been accepted to catch the bus, please inform preschool educators.

2. Children will be met at the bus by an educator upon arrival.

3. Children will walk children to the bus and ensure they board the bus safely, at the end of the day.

If your child catches the bus and will not be on it in the morning or afternoon, you must notify educators.

Preschool Staff Responsibilities

- A staff member is to greet the children upon arrival at the centre.
- A staff member will meet the buses as they arrive.

- Staff members must farewell children only on sight of their parent/ caregiver entering the Kindy grounds or according to parent/ caregiver instructions.

Parent/ Carer Responsibilities:

- Sign children in each day on the sign in sheet, including time
- Sign children out each day on the sign in sheet, including time
- If child is not on the bus, inform educators. (Bus children only)
- Inform educators if you will be arriving late at home time
- Send a text message or call if your child is going to be absent

This policy has been endorsed by Governing Council

Chairperson:
Director : Ally Harvey

Signature
Signature