



## Arrival and departure

1. Please let us know if someone other than yourself is going to pick up your child, or write it in the diary on the entrance table. You can also record appointments or holidays in this diary.
2. Please sign your child in each day in the attendance book on the entrance table. Please sign your child out if leaving Kindergarten early that day. No child will be permitted to leave the centre until the parent or caregiver has been farewelled by staff. It is essential for the Department's records and emergencies that you sign your child in each day.
3. Make sure that one of the staff knows when you are leaving your child at kindergarten. Please come into the building with your child at the beginning and end of the session to deliver and collect your child. Always say goodbye to your child and don't sneak away, they will eventually come looking for you and may become distressed and mistrustful.
4. Please see a staff member if your child has separation anxiety. We can help with this and understand. We will contact you if your child remains distressed and you are always welcome to call us.
5. Please let staff know of changes in:
  - your address, phone number and email address
  - family details that are relevant.
6. Regular attendance at kindy is encouraged. Children will get used to and maintain their kindy routines through regular attendance and this will also help with any separation issues. Kindy staffing is also based on children's regular attendance and helps learning outcomes.
7. Every child has a notice pocket. Check this regularly for notices and newsletters. This hangs on the shed door around by the lockers. Notice of newsletters is written on the whiteboard in case any go missing. Spare newsletters are available if needed and can also be emailed.