



Arrival and Departure Policy

National Quality Area 2 Education and Care Services National Regulations R 168 (2) (a) (v)

Parent responsibilities:

Drop-Off

- Families/caregivers **must** accompany their child inside the kindergarten gates to a supervised area.
- If families arrive early they are encouraged to play with their children in the garden until 8.30am when kindy begins. Children cannot be left unattended outside before this time as educators are preparing for the day. If a family requires to drop their child off early on occasion, this must be negotiated with the Director.
- Parents are to sign their child **in** and **out** on the attendance sheet.

Pick-up

- Children must be collected by an adult. Please keep in mind that we are legally unable to release your child to anyone who is not authorised on the enrolment form.
- Families/caregivers are responsible for advising educators if a different person will be collecting their child. This can be done by writing in the 'notes' section next to your child's name on our daily attendance sign-in sheet and notifying an educator of the change, or via calling the kindergarten.
- Children will be farewelled personally when an educator has acknowledged their family member/caregiver has entered the garden.

Picking up early

- Please let an educator know if you intend to pick your child up early by writing in the 'notes' section next to your child's name on our daily attendance sign-in sheet and notifying an educator of the change, or via calling the kindergarten.
- In the event of an unplanned early collection, please approach an educator and inform them you are taking your child. Please remember to sign your child out of the daily attendance sign-in sheet.

Picking up late

- Please contact us if you are running late to pick up your child, so we can let your child know and reassure them.

Absences

- Please inform the kindergarten educators by phone or email if your child will not be attending a kindy session for any reason.