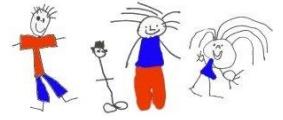


BURTON PARK PRESCHOOL PICK-UP AND DROP-OFF POLICY



For children's safety, please ensure that:

- both glass doors are securely closed after entering/leaving the building
- your child is inside the preschool building before you leave
- let a staff member know if your child is reluctant to say goodbye and we will help to settle him/her once you have said goodbye
- if another person is collecting your child, please inform staff and record their details in our 'pick-up book on the foyer - also let this person know that we may require photo identification upon pick up
- always let a staff member know if you take your child home early as we need to sign them out on our roll
- at the end of each session, please wait for staff to say goodbye to your child before leaving with them
- display your permit when parking in the disabled parking bay - a staff member can help you with a permit in special circumstances.

CAR PARK

The car park off of Brookfield Avenue is the easiest car park facility to use when accessing the preschool. Please be aware however, that you do so at your own risk. For this reason, we ask that you be mindful of other vehicles to avoid dents and scratches. Should an accident occur, please remember to leave your details with the other driver/car for insurance purposes.

We also ask that you respect assigned car parking zones. We have 2 disabled parks which are allocated for families who have a disabled permit displayed. Staff have designated parks and we ask that you keep these parks free.

The car park is a SLOW ZONE. Please reduce speed and check carefully before reversing to ENSURE CHILDREN'S SAFETY. Similarly, encourage your children to use the footpath and to cross under adult supervision.