

Arrival and Departure Policy

[National Quality Standard 2.3](#) [Regulation 168 \(2\) \(f\)](#) Related key regulations: [99](#), [158](#), [160](#), [176](#)

Parent responsibilities:

- Parents and/or caregivers **MUST** accompany their child inside the kindergarten gates and to a supervised area.
- Parents are requested to wait outside until the door is opened by an educator. Children cannot be dropped off before this time. This is a busy time when educators are preparing for the session and are not able to take on supervision of children.
- Parents are encouraged to sign their child **in** and **out** on the Attendance Sheet.
- Parents are responsible for advising educators when their child will be picked up by someone other than themselves. This can be done at drop off via the 'Changes to picking up person form' located at the back of the sign in folder or by phoning the centre. Children must be picked up by an adult.
- Children will not be permitted to leave the centre until the parent or caregiver has entered the centre and the child has been farewelled by an educator.

If there is a current court-sanctioned residency, parental responsibility or contact order relating to your child please provide a copy to the Kindergarten. Such copies are for confidential use by educators only, and will be used to support you and your family in the delivery and collection of your child.