

Arrivals and Departure

On arrival please bring your child to their primary care giver or another staff member in your child's section so that we can greet you. Please say "Goodbye" to your child even if this is difficult for you. It is important that your child knows you are leaving and that you will return.

We are here to assist you should you need help at separation time.

Please:

- help your child to place their belongings in their locker
- leave a change of clothes in their bag and label all belongings
- make sure that all doors and gates are closed securely when entering or leaving.

On leaving we ask you to:

- help your child collect their day's work and their belongings
- take your child to farewell a staff member.

For childcare:

PLEASE SIGN THE ATTENDANCE SHEET at the time of arrival and again on departure. This is a requirement of the Department of Education, Employment and Workplace Relations and State Laws. Failure to sign in and out may see the Centre sanctioned which can result in the withdrawal of Child Care Subsidy.

For kindy:

Please sign the attendance sheet as you drop off your children. It is necessary for staffing and emergency situations that all children attending are accounted for.

If you are going to be late collecting your child PLEASE TELEPHONE THE CENTRE. A late collection fee applies in the Child Care Section. For more information please see the fee agreement. It is really important to keep to your booked times as this is what we base our staffing on, and children tend to become upset when they are picked up late.

If children are not collected from kindy when the session is finished and staff are unable to contact parents or emergency contacts they will be booked into child care (if there is room) and parents will be charged accordingly.

Securities and Collection of Children

The safety of children in our Centre is of paramount importance to parents and staff. Only parents and authorised people nominated by the parents may collect your child unless you have advised the staff beforehand, preferably in writing. If staff are unclear about an unfamiliar person collecting a child, identification such as a driver's licence may be requested.

CHILDREN WILL NOT BE RELEASED TO UNAUTHORISED PEOPLE OR ANYONE UNDER THE AGE OF 18 YEARS.

If at any time a Family Court order is made in relation to your child, the Director must be advised immediately and be provided with a copy of any such order.

No information will be given to persons over the telephone if our staff cannot establish their identity.

Please take special care of your child's safety coming to and from the Centre, especially in the car park.

PLEASE NOTE: A 10KM/PH SPEED LIMIT APPLIES.