

# DROP-OFF AND PICK-UP

*Upon arrival, please visit the Welcome Area, you will find pictures and names of the Educators on the board. Any other important information you may need to know will be displayed here. On the table is the sign in & out folders, please locate your child's name and sign them in at drop off and out at pick up. Please include the time (a clock is on the wall for your convenience, once you have signed in please enter and bring your child into the building. We encourage you to stay and share an activity with your child.*

## ***Instructions for Signing In & Out***

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Names in folders are ordered by **First Name**, alphabetically).

***If you or your regular carer will not be collecting your child, please write in the Sign In/Out book in space provided upon arrival or phone us during the session.***

NAME	SIGN IN & TIME	WHO'S PICKING ME UP?	SIGN OUT & TIME
Jane Doe Time In/Out	M. Doe 8.45	Aunty Jo	J. Doe 3.30
John Doe Time In/Out	D. Doe 8.45	Dad	D. Doe 3.30

***Please Note: An adult must drop off and collect your child unless the Educators have been notified.***

*Children will **NOT** be released to older siblings unless they're of legal age and educators have had prior notification.*

**Remember** *we want your child to be safe.*

**It is also important that you keep your child's records current by informing us of any changes to any of your contact information including your child's emergency contacts and anybody who you have given permission to collect your child.**