



Dorothy Hughes Kindergarten



Drop off and Pick up Policy

When you and your Child Arrive at the Kindergarten, please:

- On arrival, please sign your child 'in' with the time and a signature (located on the sign in table under the verandah)
- If you are running early, please stay with your child until 8.45am when Kindy begins and the doors will open. This allows Educators to be fully prepared for the day.
- Bring your child into the Kindergarten and greet an Educator (for safety reasons children are not permitted to play outside unless an Educator is supervising)
- Encourage your child to place their bag into a locker and to their lunch into the lunch containers located near the entrance.
- We encourage parents to separate their child's lunch and morning snack. Morning snack containers are located next to the pigeon holes above the lockers.
- Please see that your child is happy and settled into an experience before you leave and tell them that are going so they don't suddenly miss you and become upset.
- If your child has trouble separating from you, please approach an Educator for support.
- Please take time to read the information on the white board and check your child's pigeon hole before leaving.
- If someone other than a known contact is collecting your child, please inform an Educator so this can be documented in the communication diary. Please note, identification will be required on collection of your child.

At the End of the Session, please:

- On departure, please sign your child 'out' with the time and a signature (located on the sign in table under the verandah)
- Ensure that your child has been farewelled by an Educator before leaving. Educators will only allow children to leave the centre with parents or carers unless notified that someone different is to collect your child.
- Should an emergency arise please telephone the Kindy so an Educator can reassure your child.
- Check your child's pigeon hole.
- Be careful to allow only the children in your care to exit the gate with you.

To be reviewed **January 2020**