

## **ARRIVING AND DEPARTING**

When arriving with your child at Preschool, please escort your child **INSIDE** the building, sign them in and ensure that your child has been greeted by a Staff member.

A staff member will say goodbye to your child when you arrive to collect them, please try to be on time so that your child does not worry. In the interests of safety, when collecting your child, always be sure that a Staff member knows that you are taking your child, sign your child out and assist children to collect their belongings, including any items they may have made during the session. Please remember your child can only be picked up by an authorised adult. Please be aware as you leave through the gate that only the child in your care passes through with you. If for any reason you are unable to collect your child on time (3pm) please contact the Centre.

If you fail to do so and your child has not been collected by 3.00pm, then staff will call parents. If there is no response, they will phone provided emergency contacts. If still no response, and child still hasn't been collected, staff will call the Police. Police are notified and the child is put into their care until parents can be located.

Bus children will be signed out by Centre staff. Please ensure you indicate on the sign in form each session if your child is travelling home by bus.

## **HELPING CHILDREN SETTLE**

Every child reacts differently to new situations. You can help your child settle into preschool by,

- \* Planning with your child how you will say goodbye.
- \* Establishing a routine for leaving your child, such as arrive at preschool, encourage your child to put his/her bag away, post their name, greet the teacher, do a puzzle or read a story, then say goodbye and leave.
- \* Using the same routine daily allows your child to know when you will be leaving, making the separation easier to accept.
- \* If problems emerge talk to the preschool staff

If a child has difficulty separating from their parent or carer the following strategies will be employed to ensure positive, caring and respectful relationships are developed and maintained

- \* A staff member will be available as the parent/carer prepares to say goodbye
- \* Staff will calmly talk to the child, offer comfort, a quiet place to go to together, offer a special story, toy or activity, or other diversion or distraction tactic to help the child calm
- \* The staff member will remain with the child until they calm down, stop crying and are ready to join other activities,

Many children settle after a few minutes

- \* Staff will ask the child if it is OK to hold their hand, sit on the adults lap or have a hug to help them settle
- \* We will only physically restrain or lift and carry a child once other strategies have been tried or if the child's or other children's safety is at risk
- \* Parents are welcome to ring the preschool during the session to find out how their child settled