

Preschool Drop Off and Pick up Procedure

to the preschool is via the black gate on the preschool side of the Children's Centre.

Before 8:45am, this gate is locked to allow educators the time to plan and set up activities for the day.

An educator will unlock the gate at 8:45am and families may enter the preschool grounds

Signing in your child

- When dropping off your child at preschool, please sign them in at the sign in bench under the window on the veranda before supporting them with the arrival routine.
- On the sign-in/out sheet there is a place to write if someone different will be picking them up. Please write the name of any other person, other than yourself, who will be picking up your child.
- If the person you have recorded to pick up your child is not on the emergency contact list, please go into the building through the main entrance to advise the reception staff and provide a contact number for them. We will not be able to let your child go with anyone if we have not already been notified by a parent/caregiver - either by writing this information on the sign-in sheet, completing an Emergency Contact update form or verbally via a phone call.
- Regularly check your child's pigeon hole in the main preschool room for any messages and any belongings left at preschool

Court/Custody Orders

- We can only assist with compliance of Court Orders if we have a copy of the original documentation.
- Please ensure that we are kept updated with the most recent orders by bringing in any updated documentation for us to photocopy and file with your child's enrolment form.

Who can collect

- Preschool children can **only** be collected by an adult who is named as a parent or emergency contact (authorised by parents to collect) on the enrolment form.
- Presentation of photo identification, such as a driver's licence, will be required if unknown to staff.
- Generally, school age siblings will not be allowed to collect children from preschool.

Early pick up

- If you know in advance that you will need to pick up your child early on a particular day, please write in the early pick-up time in the "Time Out" column on the sign-in/out sheets. Educators will assist your child to have their belongings ready to leave at the time you have recorded.
- For children who regularly leave early then this will already be on the sheet and highlighted in yellow.
- When you arrive to collect your child early, please wait in the foyer of the main entrance. Reception staff will notify educators to bring your child out to you. Limiting the movement of parents in the preschool room reduces potential anxiety in other children awaiting their parents.
- Sign out sheets will be at the reception desk for you to sign when collecting your child.

Pick up at the end of the session

- Please enter via the black gate into the preschool grounds
- Sign out your child and note if "first aid" is recorded alongside your child's name. A staff member will be available to explain what has happened and seek your initials indicating you have been informed
- Once parents/carers are sighted, children will be farewelled one by one from the group room at the end of the session.
- When exiting through the gate please close the gate after you and do not allow other children to exit.

Reviewed April 2022

Next Review Feb 2024 or when directives are made, incidents are reviewed