

GAWLER EAST PRESCHOOL
DROP OFF AND PICK UP PROCEDURES
DELIVERY / COLLECTION

Please escort your child inside the building on arrival, and help them find their name card to place in the sign in box.

Please **sign your child in and out**. Also, be sure to notify us if someone unfamiliar to us is collecting your child from kindy. This should be recorded on the “Comments” column on the sign in sheet.

If possible, introduce people who are likely to collect your child, to the staff before they do so.

Remember if their name is not on the “emergency list” on your enrolment form, children will not be released, unless prior arrangement is made.

Any restrictions due to **court orders** (such as custody) will need to be provided in writing with a copy of the order. We are unable to enforce court orders without this documentation.

Children are to be collected by adults only – not school age siblings.

The Finch Road **gate is locked** throughout the day – so that there is only one entry into the preschool after MOST children have arrived. This ensures we are able to monitor all visitors to the preschool closely. Please use the car park gate if you arrive late or wish to collect your child early.

The gate will be unlocked before dismissal to make it easy for parents to collect children.

Children will be dismissed by teachers into the care of the adult. Please ensure you notify your child’s key teacher if you need to collect your child early.

Please do not let any child who does not belong to you out of the preschool gates, as some parents may have a number of children in their care to organise at this busy time.

The preschool gates will be locked before and after preschool sessions. We ask that families leave the grounds promptly at the end of each day to allow staff to effectively carry out end of day duties and to ensure the safety of all children.

Your support with this enables us to ensure the safety of our children.

Thank you.

Gates are locked during session time – with only the car park gate accessible at all times.