

## Arrival and Departure

### Arriving at kindy

Before 9am educators are busy planning and preparing for children's learning. Please do not come too early as this interrupts educator's preparation time.

You will find the appropriate sign in sheet on the table at the front entrance. Please record who will be picking your child up that day - this is an important safety precaution.

In case of an emergency and plans change during the day, please phone the kindy to notify who will be collecting your child.

Please encourage your child to place their bag and other belongings into their named locker. Please encourage and support your child to find their own name on the children's sign in experience.

One of the first things a young child needs to learn is how to be away from his/her parents or primary caregiver. This may take some time for some children as they learn to cope with their new environment and routine. It is very important that each child feels happy and comfortable in their new environment.

Educators will work closely with families to ensure that your child is given the best chance to settle in at their own pace. Please speak to an educator if you are worried about how your child will cope with your departure.

At the beginning of each session families are more than welcome to read your child a book, do a puzzle or engage in any other learning experiences to help settle your child before saying goodbye.

### End of session

Please collect your child promptly at the end of each session. Children will be in group time at the end of every session. You are welcome to come in and watch quietly. We expect children to remain seated until we have said goodbye individually to them and encourage them to make eye contact and reply by saying goodbye or waving before they leave. Your support of this social skill would be appreciated.

Please ring if you're unable to collect your child on time or someone different to that indicated on the sign in sheet is collecting your child. Please remember to sign your child out before you leave.

Parking is available in front of the kindergarten or school. As this is a shared vehicle and people space, we ask you to take due care when using it. Please keep your child safe at all times.