

Arrival and collection of your child

Your child's attendance will be registered daily in the roll book.

Regular attendance will support your child to develop effective habits for when they start school. It helps children establish friendships and provides continuity in their learning experiences – something hard to do when they attend irregularly.

It is important that we know how many children are in the centre at any given time for safety and emergency procedures.

If someone other than a nominated person on the enrolment form is collecting your child, please inform staff and record the person's name and phone number on the sheet next to the sign in sheet. We are unable to dismiss a child into the care of an authorised person until we have confirmation from a parent.

In an emergency you may ring us and we will make a note on the sheet for you.

You are welcome to come in and join in an activity with your child to settle them once the doors are opened.