

## Drop-off and pick-up policy

- Sign in on the Attendance List on the verandah
- Lunches go into baskets on verandah
- Snacks & drink bottles stay in children's bags
- Encourage your child to put their bag into a locker (this encourages independence and your child will know where their bag is)
- Make sure your child is familiar with where the toilets are located.



### Arrivals and Departures

Please sign the sign-in sheet on the verandah as you arrive and sign-out on departure. This is to ensure that we have accurate records of all children on site, in case of an emergency.

Please bring your child into our building so that a staff member knows they are present. At the end of sessions children will be individually farewelled from a large group, to ensure the safety of each child.

**Please notify a staff member if there are any changes in the time or person collecting your child.**

### Car parking

Car parking is very limited. Maintaining movement in the car park at peak times is the most effective strategy to ensure that it is utilised effectively by as many families as possible. The Golden Grove Kindergarten Car park is only for families attending Golden Grove Kindergarten during that day. Alternatively, we encourage families to park and walk or if possible walk from home.

Please ensure that your behaviour within our kindergarten car park reflects the way in which you would expect others to behave towards you.

Please:

- Avoid parking in the kindergarten car-park if you are intending to take time in school drop off or pick ups
- Do not park in the kindergarten entrance way (as this slows traffic exiting the car park and increases traffic congestion)
- Do not park in the Disabled Car Park without a permit.

Please be aware that all the car-parking around and nearby our kindergarten and local schools is monitored by Police, with fines imposed.