



HALLETT COVE PRESCHOOL DROP OFF AND COLLECTION OF CHILDREN PROCEDURE

In the interests of all children's safety it is vitally important that the following procedures are adhered to:

DROP OFF PROCEDURE:

- Please register your child's attendance/departure on the sign in table on the veranda. It is important that we know how many children are in the centre at any given time for safety and emergency procedures.
- If you are early, please stay with your child until the session begins. You are free to use the outdoor area as the staff set up the indoor learning environment
- You are welcome to come in and join in an activity with your child to settle them once the doors are opened.
- Please handover your child to staff member if they are upset
- Children must not to be alone in the outdoor learning area.

COLLECTION PROCEDURE:

- Parents are welcome to collect their child early if needed.
- Parents will inform staff if someone other than themselves will be picking up the child.
- If that person is not a nominated person (Parent or carer) on the enrolment form is collecting your child, please inform staff and record the person's name and phone number on the sign in sheet. We are unable to dismiss a child into the care of an unauthorised person until we have confirmation from a parent.
- Proof of identity may be requested.
- In an emergency you may ring us and we will make a note in the book for you and inform your child.
- Please collect your child promptly at the end of session to allow staff to clean up and debrief the day. Put our number in your mobile so you can call us if you are running late
- Every child must have at least 1 emergency contact on their enrolment form.
- **Parents are to** advise staff of any changes to your address, phone numbers, work or emergency contact details as soon as they occur so that we are able to easily contact you in the case of an emergency

Reviewed by staff and Governing Council - 015/3/2018

Endorsed by Governing Council Representative

To be reviewed in 2 years

NQS Area 2 "Children's Health & Safety" Standard 2.1