



## ***Kindy Drop Off and Pick Up Procedure***

Kindy Sessions are from 9am -3pm

### Kindy Drop Off Procedure:

- Parents arrive with children at 9am.
- Staff will open the Kindy doors at the beginning of each session and invite families in.
- If you arrive before 9am please wait for the session to start before entering kindy building as staff have a limited time to meet and prepare for the day. You are welcome to wait and play in the kindy yard whilst staff finalise their preparations for the day.
- Children who have caught the school bus to Kindy have made a special arrangement with Kindergarten to provide a duty of care before 9am.
- Sign your child in for their day at kindy on our official attendance record.
- Assist your child to complete their tasks of placing bags in locker, lunch and snacks in fridge and water bottle trolley and children's sign in area.
- In the first few weeks of Kindy engage in shared experience together.

- Please say goodbye to your child and let them know what is happening at the end of the day. Eg Mummy will be picking you up today or Grandma etc.

## Kindy Pick Up Procedure:

- Pick up time is 3pm
- Parents are welcome to wait in the Kindergarten building as children finish their day in the group room.
- Educators will say Goodbye to children individually once they have seen parents/caregivers.
- If you need to pick up your child early please notify staff so that they can prepare your child for their early departure.
- If for any reason you are running late please ring and advise the kindergarten. We can then advise your child you are running late and ease any anxiety.
- We are unable to provide extended care after the conclusion of our sessions and if your child is still in our care by 3:15 we will begin ringing emergency contacts provided by you at time of enrolment to come and collect your child.