



HAWKER CHILDHOOD SERVICES CENTRE Arrival and Departure Policy

Preschool Parent Responsibilities:

1. Parents and/or Caregivers **MUST** enter the centre to deliver and collect children.
2. Preschool sessions do not begin until 8:45am therefore parents are not to drop children off before this time. Prior to 8:45am staff are busy preparing for the session and are not able to take on full supervision of children.
3. Preschool sessions finish 3:15pm on Mondays and Tuesdays and on Wednesday sessions.
4. **NO** child will be permitted to leave the Centre until the parent or caregiver has entered the grounds and the child has been farewelled by a staff member.
5. If you cannot collect your child from the centre, please fill in and sign the "Arrival and Departure" Signing sheet and let staff know.

Bus Arrangements

In accordance with the Department of Education and Children's Services (DECD) School Transport Policy, Principals and District Directors may approve non-entitled students to travel on existing school busses under certain conditions. Non-entitled students include pre-school children.

If children are to use school buses the following steps need to take place.

1. Permission for Transport of Ineligible Students on a School Bus form needs to be completed and signed by parent and school bus coordinator.
2. Upon arrival to the School a Hawker CSC staff member will collect the child.
3. Upon departure children are to be accompanied by a staff member to the school bus departure area. The staff member is to see that the children board the bus in a safe manner.

Preschool Staff Responsibilities

1. A staff member is to greet the children upon arrival at the centre.
2. Staff members must farewell children only on sight of their parent/ caregiver entering the Preschool grounds.