

# Arrivals and departures

## **Arrivals**

In order for children to feel safe and secure, it is important that they are greeted on arrival by the educators and have the opportunity to say goodbye to their bus driver or accompanying adult. Saying goodbye builds trust and supports wellbeing.

All children need to be signed in. This includes time and a guardian's signature. If another person is picking up the child (This person needs to be listed on the enrolment form or given in writing to the Director as an authorised contact for the child) or if there is a different arrangement i.e. going home on the bus, this needs to be communicated to an educator. If your child arrives on a bus the educators are responsible for signing them in and ensures any medication is removed from their bags.

Please ensure that an educator has sighted your child before leaving. This ensures the educator is aware that your child has arrived.

## **Departures**

Children will need to be signed out either by their guardian or an educator if they are catching the bus. Educators are responsible for the children departing on the bus (Please read our bus policy and procedure) for further information.

Parents are requested to be on time so they have the opportunity to speak to the educator about their child's day and to limit stress in the child. If a parent is running late and there is a child still present after collection time, a minimum of two educators will remain at the site with the child until the parent arrives. If we cannot contact the parent, emergency contacts will be contacted. If a child remains at the site until 5pm and no parent or emergency contact can be contacted, police will be notified. Please remember educators have work and families to get home to so we appreciate your cooperation with being on time.