

ARRIVAL AND DEPARTURE

On arrival we ask you to bring your child to an educator, who will directly care for your child, so that we can greet you. Please say “Goodbye” to your child even if this is difficult for you. It is important that your child knows that you are leaving and that you will return.

We are here to help you should you need help at separation time.

If you are going to be late collecting your child please telephone the centre.

On arrival please:

- Please sign your child in on the attendance sheet
- Help your child to place their bag and belongings in their locker.
- Make sure that all doors and gates are closed securely when entering.

On leaving we ask you to:

- Sign your child out on the attendance sheet.
- Wait in reception area until invited in by staff member.
- Help your child collect their day’s work and their belongings.
- Please ensure that your child has been farewelled by an educator.
- Check your child’s communication pocket.
- Make sure that all doors and gates are closed securely when leaving and please make sure that only your child goes with you.



SECURITY AND COLLECTION OF CHILDREN

The safety of children in our centre is paramount. Only parents and authorised persons nominated on the enrolment form may collect your child, unless you have advised the educators beforehand, preferably in writing. If educators are unsure about an unfamiliar person collecting a child, a drivers licence or another form of identification will be requested and guardian contacted.

CHILDREN WILL NOT BE RELEASED TO UNAUTHORISED PEOPLE

If at any time a Family Court Order is made, the Director must be advised immediately and be provided with a copy of any such order.

No information will be given to persons over the telephone if their identity cannot be established by educators.

