



Leigh Creek Kindergarten

Arrival and Departure Policy

Parent Responsibilities

- Parents and/or Caregivers **must** enter the centre to deliver and collect children
- Preschool sessions do not begin until 8.45am, therefore parents are not to drop children off before this time
- Preschool sessions finish at 3.00pm. Please be prompt in collecting your child
- **No** child is permitted to leave the centre until the Parent and/or Caregiver has entered the building and the child has been farewelled by a staff member
- If you cannot collect your child a phone call or written message about alternative arrangements needs to be made
- To ensure the safety of your child we ask you to sign a form to give us permission to send your child home with a different person

Staff Responsibilities

- A staff member is to greet children upon arrival at the centre
- A staff member is to record attendances/absences in attendance folder
- If parents are arranging for their child to be dropped off/picked up by someone different, staff are to receive the Parent and/or Caregiver's signature
- Children arriving via School Bus are permitted to enter the centre from 8.30am. Staff are to accept responsibility for these children from time of their arrival

Bus Arrangements

In accordance with the South Australian Government Department of Education and Child Development (DECD) *School Transport Policy*, Principals and Education Directors may approve non-entitled students to travel on existing school buses under certain conditions. Non-entitled students include preschool 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/or Caregiver and School Principal
2. Upon arrival at School, Kindergarten children are to be escorted to the centre by a School student and greeted by a staff member
3. Upon departure children are to be accompanied by a staff member to the school bus departure area. The staff member is to escort children on to bus and assist with securing seatbelts

Endorsed by Leigh Creek Kindergarten Governing Council, March 2018

Signed (Chairperson) Date

To be reviewed March 2019