

ARRIVAL AND DEPARTURE

On arrival please ensure you and your child, greet a staff member and complete the morning tasks. After settling your child at an activity, please say 'goodbye' to your child even if this is difficult for you or child. It is important that he / she knows that you are leaving and that you will return. The staff are there should you need help.

The preschool session commences at 8.45am and staff need the time prior to this to set up equipment and activities. If you arrive early please stay at the preschool until 8.45am. You may be able to assist the staff or take time to participate in an activity with your child.

Please be prompt arriving at the end of a session as once again there are many jobs to do at the conclusion of a session. Being prompt at the beginning and end of the session develops good organizational habits for your child.

On arrival please

- Greet a staff member
- Help your child to place their bag in the locker
- Post their name in the box
- Place their water bottle, fruit in the appropriate trays and lunch into the fridge.
(Please ensure all items are named.)

When leaving please

- Wait until a staff member has farewelled your child
- Help your child to collect their session's work and their belongings
(Including lunch boxes, drink bottles and craft they have made).

SECURITY AND COLLECTION OF CHILDREN

The safety of the children is of paramount importance to staff. Only parents and authorised persons nominated on the enrolment form may collect your child, unless you have advised the staff beforehand. If the staff are unclear about an unfamiliar person collecting a child, identification such as a driver's licence may be requested also children will not be released to another child or persons under the age of 18yrs.

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