



## **Mallala Primary School**

28 Owen Road, Mallala SA 5502  
Phone 08 8527 2240  
Fax 08 8527 2028

# **Drop off/pick up procedures**

When arriving with your child at Preschool, please escort your child INSIDE the building, sign them in and ensure that your child has been greeted by an educator.

An educator will say goodbye to your child when you arrive to collect them. Please be on time so that your child does not worry. In the interests of safety, when collecting your child, always ensure that an educator knows that you are taking your child, sign your child out and assist your child to collect their belongings, including any items they may have made during the session. Please remember your child can only be picked up by an authorised adult. Please be aware that educators will not release your child to anyone under the age of 18.

Be aware as you leave through the gate that only the child in your care passes through with you. If for any reason you are unable to collect your child on time (3:00pm) please contact the school on 8527 2240.

If your child has not been picked up after a session the procedure for educators will be.

1. Wait 15 minutes then phone call to parents/Carers. If No Response
2. Phone call to emergency contacts. If No Response
3. Staff will call the Police. (Police will possibly take child into care until parents are located).

If you need to collect your child before 3:00pm for any reason, in order to ensure their safety in the event of an emergency, we require a parent or carer to sign them out at the school front office.

