

MANOR FARM KINDERGARTEN



DROP-OFF AND PICK-UP PROCEDURE

Rationale:

- The Manor Farm Kindergarten promotes a safe learning environment that protects the welfare of our children, families and staff.
- Links to National Quality Standards:
 - 2.2 Each child is protected.
 - 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Parents are asked to:

- Complete the preschool enrolment form, clearly identifying the child's collection authorities and any court order responsibilities. Update these records as necessary.
- Sign their child in on arrival at the centre, using the sheets provided at the sign in table. Sign their child out again when collecting at the end of their session.
- Let a staff member know if someone else (other than the usual pick up person) will be collecting your child. If using a text to notify us of this, we will require the kindergarten's Code Word to be mentioned in the SMS. (The Code Word will be sent to families at the beginning of the year).
- Ensure that an emergency collection person has some form of proof of identity with them (eg driving licence) for our reference.
- Wait for a staff member to open the doors at the beginning of the session and supervise your child whilst waiting at the front. Bring your child into the building to be greeted by staff.
- Only let your own child through the entrance door and gates- please NEVER let another child leave the Kindergarten, even if you think they are with somebody.
- Let a staff member know if you need to collect your child early.
- Notify the centre of your child's absence by phone or text on: 0429 535 698

The educators will:

- Open the doors at the beginning of the session and greet children on arrival.
- Check the roll book as soon as practicable, but no later than within 10-minutes from the session opening.
- Negotiate with parents/ caregivers to care for children who require support separating.
- Farewell children at the end of the session and supervise the collection of children.