

Melaleuca Park Kindergarten pick-up and drop-off

This is a matter of great importance to the staff, as well as to you as a parent. If you sometimes arrange another person to bring or to pick up your child, please make sure that the procedures are clearly understood.

Please record daily time in and out as well as signing the Attendance Register alongside your child's name. Each child should be placed in the care of a staff member.

At the end of the session he/she will be released only to the parent or person nominated by them in writing on the enrolment form. (In an emergency the Centre may be notified by email)

Parents must let a staff member know if someone else will be collecting their child and that person must be on the enrolment form as an approved collection authority and they must provide current identification when collecting children if they are unknown to staff.

Staff must be notified when children are leaving (even if a staff member is present and that you think that they have seen you, please tell them personally.)

Arrivals and Departures

The Centre is open from 8.45am. Preschool parents must wait with their children in the foyer until the internal doors are opened 9.00am or 12.00pm.

Please find your child's name on the sheet and sign them in every day. Children will be individually farewelled from the large group at the end of the session.

Children who are remaining in the centre for lunch care will access lunch and learning experiences away from the preschool children who are leaving at 12.00pm.

Parents are to inform the Director of any relevant issues (e.g. Custody, Restraining Orders etc.) Where there is a custody order the Director needs to retain a copy of the details on file. Parents must communicate in writing any specific restrictions relevant to their child.

PLEASE MAKE SURE AS YOU ENTER AND LEAVE, THAT THE DOORS AND GATES ARE SECURELY CLOSED.

PARENTS ARE REMINDED OF THE LEGAL REQUIREMENTS TO HAVE CHILDREN RESTRAINED IN AN APPROVED SAFETY SEAT WHILST TRAVELLING IN A VEHICLE.

PLEASE DRIVE CAREFULLY IN THE CARPARK AS CHILDREN ARE OFTEN PRESENT.