

Drop-off and pick-up

What to do when you arrive at Kindergarten in the MORNING

- Hang your child's bag outside on the verandah
- Leave morning snacks in your child's bag (unless it is really hot)
- Put drink bottles on the trolley
- Put lunches in the fridge, and afternoon snacks in the afternoon snack box (if your child is staying all day) - all labeled with your child's name
- Pay money (when required)
- Sign your child in
- Check your notice pocket
- Parents and caregivers are welcome to do a puzzle, read a book or do an activity with their child, until group time in the morning
- Ensure you stay with and supervise your child until 8:45am. Staff are busy setting up and preparing for the day before 8:45

What to do when you arrive at Kindergarten in the AFTERNOON

- Hang your child's bag outside on the verandah
- Leave afternoon snacks in your child's bag (unless it is really hot)
- Put drink bottles on the trolley
- Sign your child in
- Check your notice pocket
- Pay money (when required)
- Parents and caregivers are welcome to do a puzzle, read a book or do an activity with their child before leaving
- Ensure you stay with and supervise your child until 12:30pm because staff need a lunch break until 12:30

Lunch care

When your child is staying for lunch care they will need to bring a

Morning snack

Lunch

Afternoon snack

- Leave morning fruit/snack in Kindy bag
- Lunches and afternoon snacks need to be clearly labeled (labels and permanent markers are available at Kindy for you to use)
- Please put lunches in the kitchen fridge
- Put afternoon snacks into the plastic snack box, located on the round table in the staff area (we keep afternoon snacks and lunch separate so children don't eat all their food in the morning or at lunch)
- A fee applies for each day your child is booked in for lunch care (this covers the cost of employing staff for lunch care - see fee section).

- Please use small lunch boxes for lunches rather than cooler bags and large lunch boxes that create congestion problems in the fridge.

Please remember our "NO NUTS POLICY" when packing your child's lunch and snacks.

Picking up children at the end of the session

Please pick children up from the back verandah (south) entrance. This allows staff to release children to parents and caregivers safely. Staff will not release to other people unless notified by parents. A Community Noticeboard is located in this area.

If you need to collect your child early, please let a staff member know.