

Drop off and pick up

Please bring your child into the kindergarten. If another adult other than the person who drops off your child at kindergarten is to collect that child then staff are to be informed personally or either via a phone call or signed letter by parent giving consent to do so.

We are unable to have parent(s) leave children before 8.30 am due to duty of care reasons. In case of one off emergencies please see staff. You are most welcome to arrive prior, however please remain with your child till 8.30. If parent(s) find themselves running late to collect their child(ren) please contact the kindergarten to re-assure your child that you are on your way. Your understanding in this matter is sincerely appreciated.

During the enrolment process parents are requested to identify emergency contacts if parent or guardian cannot be contacted in an emergency. The enrolment process will also request names of contacts who are authorized to collect your child(ren) as well as permission to provide overnight care.

If there are any current court-sanctioned residency, parental responsibility or contact orders relating to your child(ren) please provide a copy to kindergarten staff. Such copies are for confidential use by staff only and will be used to support you and your family in the delivery and collection of your child(ren).

Reviewed: Jan 2017

Next review: Jan 2017