

Mount Gambier Children's Centre

Security and collection of children

We aim: *To provide an environment where children and parents feel safe and secure.*

This is a matter of great importance to the educators, 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 sign the Attendance Register alongside your child's name. Each child should be placed in the care of an educator before you go.

At the end of the session he/she will be released only to the parent or person nominated with approved collection authority, as in writing on their enrolment form. (In an emergency the Centre may be notified by phone.)

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 8.30am. Preschool parents are asked to stay with their children and help them settle in until the session starts at 8:30am. The morning session finishes at 11:30am. Full day session finish at 3.00pm

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. Please ensure you sign your child out..

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 while travelling in a vehicle.

Never leave a child unattended in a car.

Please drive carefully in the carpark as children are often present.

Staff carpark is for authorised vehicles only. It is not to be used by parents for dropping off or collecting children.

Car parks are available for families on Mulga Street and Willow Street.

Parents must support road safety behaviours when arriving at or leaving kind.

Please hold your child's hand and follow the safe crossing walkways – do not allow your child to run ahead and cross the roadway on their own