

Drop-off and pick-up procedure

Arrival and Departure:

At the beginning of each day, please bring your child into the building so a staff member can greet you both. If you do arrive early, stay with your child until 9.00 to allow staff preparation time, and if your child needs to be at Kindergarten **very early**, please notify staff and make arrangements prior to this time with them.

Children are encouraged to farewell staff at the end of the session.

Note: We will not allow children to go with anyone other than their primary caregivers, unless we have been notified of alternative arrangements or the parent has filled in 'sign-in' sheet with the name of the person collecting their child. Please keep us informed.

Settling into kindergarten

When Kindergarten is a new experience for your child, please be prepared to stay as long as is necessary. You know your own child best, while the staff are experienced in general patterns of behaviour. Between us, we can gauge when your child is ready for you to leave.

If attendance is regular and routines are consistent, most children will settle into Kindergarten within 3 or 4 weeks.

Please never leave your child without saying 'Goodbye'.

However distressing the farewelling moment may be for you or your child, it is most important that your child knows that you are leaving and that you will return. It is very upsetting for a child to suddenly miss you, to look for you and then discover that you have disappeared: the trust in you falters and subsequent separations may become more difficult.

One way to make the parting less stressful is to tell your child you will complete a specific activity with them before you go. On completion, bring your child to a staff member, no matter how busy we look we can always help out. Then leave quickly, extending the parting can often make it more stressful.

We will ring you if your child is unduly distraught or unwell or you can ring us to check how s/he is going. In the settling in stage, it is a good idea to leave a phone number where you can be reached in an emergency. It is important to be consistent and to return early as it is often towards the end of the session that newcomers become anxious.