

Drop-off and pick-up

Every family will be welcomed at the door by a staff member for both Drop-Off and Pick-Up.

At Drop-Off: Please have your child best prepared with all the things they need for a successful day at kindy including a lunch box, a labelled fruit snack separate from their lunch box, and a water bottle (please see our Handbook section on “What to Bring” for more detail). Your child will say goodbye to you at the door and a staff member will support them as they independently place their drink bottle and snack on the trolley and put their lunch box in the fridge. Your child will then store their bag in a locker of their choice for the day and then go off to play. Our Greeting Group starts after 9:30am so it is best if they arrive before that time. Please text us on 0408 853 291 if your child will arrive late or is going to be absent.

At Pick-Up: At the end of our kindergarten day your child will be encouraged to have their bag packed ready to go home by 2:30pm. We gather for learning and play until parents come to pick up. Please arrive in time to sign out by 3pm as staff have other duties from 3pm onwards.

Sign In/Out: An adult must record their child’s arrival and departure times on the sign in/out sheet. The sign in/out sheets are an important record of your child’s attendance for the Department for Education purposes and for emergency evacuation roll calls. Families must inform staff in writing if there is to be any deviation from their normal collection arrangements, which can be recorded on the sign in/out. Children will only be released to authorised adults (over 18 years of age). Please inform all adults collecting your child from kindergarten of this procedure.

Thank you for helping us keep your child safe.