

ARRIVAL

Parents /carers who drop off children are asked to bring them into the kindy and not drop them at the gate.

If you arrive early please stay outside with your child until staff have opened the door.

The time from 8:45 am to 9.00am is used by staff to set up indoor and outdoor learning areas.

If you need to drop your child off early for any reason, please see a staff member.

Encourage your child to put away their own bags and then settle them at a learning activity (if possible) before leaving.

DEPARTURE

Children are farewelled from the mat or their small group. Please come inside the room, as staff must sight parents before allowing children to leave.

Please be punctual when collecting children, as they can become upset if they are the last child remaining.

Encourage children to collect their own bags, belongings and creative work for taking home.

If you need take your child early, please notify a staff member. If someone other than the parent is collecting the child, please let a staff member know and write details in book provided.

Please shut the gate when entering or leaving the kindergarten and watch that other children do not go through the gate as you do.

SAFETY

Please observe the parking restrictions that apply around the kindergarten. Please take care not to stop in the **NO PARKING ZONES**. It is also important that you use the back side gate entry, so staff can observe who is entering or leaving