

Arrivals & Departures

Arrivals

Upon arrival with your child please -

- ☐ SIGN IN ON THE ATTENDANCE SHEET
- ☐ allow your child to be greeted by an educator
- ☐ help them to place their belongings in their locker or tray
- ☐ help them to put their lunch in the fridge.
- ☐ help them to locate their name card and place it on their bag locker.

Feel free to stay with your child for a short time and please be sure to say “goodbye” to them even if it is difficult for you. It is important that your child knows you are leaving and that you will return. Educators are here to assist should you need help at separation time.

Departures

Upon collection please –

- ☐ SIGN OUT ON THE ATTENDANCE SHEET
- ☐ collect your child punctually
- ☐ say goodbye to an educator
- ☐ help your child to collect and gather all of their belongings
- ☐ help your child to return their name card.

Security and Collection of Children

The security of children is a matter of utmost importance to the Educators as well as to you as a parent.

1. On arrival your child must be signed in and accepted by a staff member.
2. On departure all children must be signed out and a staff member made aware you are taking your child.
3. No person other than parents or authorised persons will be permitted to take a child.
4. Staff must be advised if persons other than the parents are collecting the child. If this person is not known to the Centre staff, proof of identification may be required.
5. In an emergency situation, arrangements over the telephone by parents may be allowed.
6. Please speak to the Director/Assistant Director with any concerns you may have regarding access or custodial arrangements which may prove difficult.
7. The Centre is legally required to retain a copy of custody or access documentation.
8. Please make sure you only allow your child to leave through gates and doors and ensure all are closed securely.
9. Please use the car park safely following the one way rule and the 10km speed limit.