



Paralowie Kindergarten

Drop off and Pick up Policy

When you and your Child Arrive at the Kindergarten, please:

- On arrival, please sign your child 'in' with the time and a signature (located on the sign in table under the verandah)
- If you are running early, please stay with your child until 8.45am when Kindy begins. This allows Educators to be fully prepared for the day. The doors will open at 8.40am.
- Bring your child into the Kindergarten and greet an Educator (for safety reasons children are not permitted to play outside unless an Educator is supervising)
- Assist your child to place their bag onto a hook.
- Assist your child to put their lunch into the fridge which is located near the rear door.
- Morning snack stays in their bag. We strongly encourage parents to put an icepack in their child's snack box.
- Ensure your child washes their hands and then places their name in the letterbox before engaging in an activity.
- Please see that your child is happy and settled into an experience before you leave and tell them that are going so they don't suddenly miss you and become upset.
- If your child has trouble separating from you, please approach an Educator for support.
- Please take time to check your child's parent pocket before leaving.
- If someone other than a known contact is collecting your child, please inform an Educator so this can be documented in the communication diary. Please note, identification will be required on collection of your child.

At the End of the Session, please:

- On departure, please sign your child 'out' with the time and a signature (located on the sign in table under the verandah).
- Please remain outside and a staff member will bring your child out to you.
- Educators will only allow children to leave the centre with parents or carers unless notified that someone different is to collect your child.
- Should an emergency arise please telephone the Kindy so an Educator can reassure your child.
- Check your child's parent pocket.
- Be careful to allow only the children in your care to exit the gate with you.

If you are more than 10 minutes late regularly a \$30 late fee will be applied and is required to be paid in full at time of pick up.

To be reviewed

January 2024