

BRINGING YOUR CHILD

Staff are very aware that adjustment and separation in the first weeks of children's kindergarten experience can be challenging for some children and parents. We aim to respond to individual needs of children and their families in a sensitive and supportive manner. If you feel that your child may experience difficulty with separation, please discuss this with the staff so we can put in place appropriate strategies and support to assist both you and your child to experience a positive start to Preschool.

Assisting children to learn to **manage preschool routines independently** will support their confidence in their ability to participate successfully when parents are not here. Upon arrival, children need to find their name and place it under their photo; put their named fruit on the tray and lunch box in the lunch container; put their bag in a locker; greet the staff and select their first activity for the day. Please support your child to learn how to be independent when using our toilet and hand-washing facilities, to manage their own clothing and to be responsible for their own belongings.

Parents are welcome to stay at the start of the session to participate in an activity with their child as they settle in. This may alleviate separation anxiety and assist with familiarisation to the kindergarten setting. If your child is experiencing separation anxiety and you need to leave, please seek the support of a staff member, as we have a range of strategies for supporting children and parents in this situation.

PROCEDURES

Arrivals and departures

Upon arrival at Kindergarten please:

- Ensure that children are brought inside the building and a staff member is informed of their arrival. (If you arrive early you are asked to stay with your child until the start time of the session, as the staff will be busy preparing the learning environment).
- Sign-in on the sign-in sheet in the foyer.
- When children are to be collected by someone other than usual, it is essential that staff are notified of the alternate arrangements. Please write the collection arrangements in the collection diary (on the foyer bench next to the sign-in folder) and also verbally notify a staff member. To ensure children's safety, staff may, on occasions, ask for photo ID for people with whom they are not familiar.

Departure considerations:

- Please collect your child punctually at the end of a session. Should an emergency arise and you are unavoidably delayed, where possible

please phone the kindergarten so that staff can reassure your child. A late collection can be stressful and upsetting for the child.

- A staff member must be informed if you collect your child early. For safety reasons, no child shall be taken from the centre without notifying a teacher of their departure.
- Please sign-out in the attendance sheet in the foyer.

Much behind-the-scenes work goes into the provision of a quality Kindergarten program. The time before and after sessions is very important for the staff. Your punctuality will be appreciated. Fees may be levied for late collections.

Parking

DO NOT PARK IN THE DRIVEWAY. Children enter and exit the Kindergarten via the drive way, therefore it is not safe to drive into or park in the drive way at any time while children are present at the site. Please help to keep our children safe.