



Settlers Farm Campus Kindergarten

Drop-off and pick-up procedure

When you and your child arrive at the kindergarten:

- Please sign your child 'in' with time and signature (located on the sign in area under the verandah).
- Help your child to place their bag in their named locker and put their named lunch box in the lunch trolley. Snack and water stay in their bag.
- If you are running early, please stay with your child until session starting time – 8.30am. This allows educators to be fully prepared for the day. Gates will not open until 8:30am and locked at 9:15am.
- Bring your child into the kindergarten and greet educators
- Encourage your child to find their name card to put into the 'names' box (this is part of the roll) this encourages the children to develop self-help skills.
- Please see that your child is happily settled into an activity before you leave, and tell them you are going so that they do not suddenly miss you and become upset.
- If your child has trouble separating from you, please approach an educator for support.
- If someone other than a known contact will be collecting your child, please inform an educator so this can be documented in the staff communication diary -Please note, identification will be required on collection of your child.

At the end of the session:

- Please sign your child 'out' with time and signature (located on the sign in area under the verandah).
- Please collect your child between 2.55pm and 3.15pm. During this time, an educator will be available to chat to you about your child's day.
- Ensure that your child has been farewelled by an educator before leaving. Educators will only allow children to leave the centre with parents or carers on enrolment forms, unless notified that someone different is to collect your child. Ensure they know the end of session times and routines if they are unfamiliar with the kindergarten.
- Collect any artwork/creations that your child has made during kindergarten and their belongings.
- Check your child's family note pocket and lost property.
- Should an emergency arise or if you are going to be late, please telephone 8280 6188 or 0448 192 082 so an educator can reassure your child.
- If your child is not collected by 3.15pm and we are not able to contact you, you will be charged and invoiced \$1 per minute for each minute that you are late from 3.15pm to 3.30pm.
- At 3.30pm, if you have still not collected your child (and we have had no contact with you), they will be sent to Settlers Farm Campus OHSC (Out of Hours School Care) where you will need to pay a fee for this service.
- Be careful to allow only the children in your care to exit the gate with you.
- School aged children cannot collect Kindy siblings due to the safety risks and legal requirements to ensure an adult is signing them in and out each day.

If you are dropping off or collecting your child between 9.15am and 2.15pm, please enter via Du Villars Street's pedestrian gate, ensure to keep this gate closed on entry/exit for safety reasons and ring the staff door bell

Please collect your kindy child prior to collecting school children