

# Drop-off and pick-up policy

## Safety

It is essential for safety and administrative reasons that your child is signed in every morning and signed out when you collect your child. It is also important for you to advise us if someone different is going to collect your child. Children remain parent's responsibility until 8:45am.

## Arriving and departing kindy

An adult must accompany children inside the Kindergarten, at the beginning of each session. There are a number of tasks that your child will need to do to before you leave including:

- Signing in
- Hang bag on hook
- Placing their snack on the trolley
- Drink bottle in the drink trolley
- Nappies on the trolley (if needed)
- Checking pockets for notices

We actively encourage children to greet staff at the beginning of the session and to say goodbye when they leave. Please be punctual when collecting children, as they can become distressed if other children have gone home ahead of them.

The door will remain closed until 8.30am for AM session and 12pm for PM session to allow staff time to set up equipment and plan for the session.

The door will not be open until 11:25am for the AM session and the 2:55pm for the PM session. This helps children remain focused on their learning. Children will only be given to their parent or adult named on their enrolment form.

## Car Park

The car park is for staff only and people holding and displaying a current disability parking permit.