

Drop-off and pick-up procedure

Safety

Parents are asked to sign their child / children in on arrival at the centre using the sheets provided at the sign in table. Please sign out again at the end of the session.

Parent diary – located inside by the parent noticeboard. If someone else is collecting your child at the end of the session please write their name in the parent diary with a contact phone number and sign.

It is essential that parents supervise their own children in the play area prior to and at the end of sessions so that everyone is safe.

Greeting and farewelling children

The staff will open the doors at the beginning of the session and parents are asked to bring their child into the building to be greeted by staff. If your child needs support separating in the morning please speak with a staff member so we can support you and your child.

At the end of the session a child will open the door and invite you in. A staff member will farewell your child from the mat. If you need to collect your child early please come in and speak with a staff member.

Attendance

Continuity is very important to your child's social development as it builds confidence and strengthens friendships. It also sets up lifetime habits and a good routine for school. Staffing in preschool is based on the number of children enrolled, and we encourage regular attendance.

Please notify the centre if your child will be absent for any reason.