

**Drop off and Pick up Policy**

The front door is locked until 8.30am each morning.

Internal doors are locked in the mornings until Preschool (8.30am) and IPP (8.45am) start times. The ‘Star of the Day’ may enter the preschool at 8.25am.

Anyone can drop off your child, however only those on your child’s emergency contact list will be allowed to collect your child at the end of the session.

If parents would like to put additional emergency contacts on their child’s list, they are to fill out the appropriate form at the front desk prior to the new contact picking up their child.

If a person who is not on your child’s emergency contact list is going to collect your child, the parent must phone the Centre and speak to the Director to arrange a once-off collection. The parent is then required to add this person to the emergency contact list by filling out the appropriate form at the front desk.

In order to keep children safe, a child will not be released from the Centre unless this process has been followed.

Pam Stanley

Director

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