

## **COMMUNICATION**

We value and highly encourage communication between educators and families. At the beginning and end of the day is time to engage with educators to share information about your child and their family.

## **SIGNING IN AND OUT**

It is important for parents/carers to sign children in and out of preschool each day. This is a written record of children's attendance and who brought them and picked them up. Only adults listed as being an emergency contact can pick a child up at the end of the day. We require parent/caregiver permission in order for anyone not listed on the child's enrolment form to pick them up after preschool. Additionally, this adult will be asked to show identification upon pickup.

Children are also encouraged to sign in each day on the children's sign in sheet.

## **PICKING UP YOUR CHILD**

Children may be picked up from preschool between 3.15pm and 3.30pm. If you pick up your child prior to 3.00pm, notify an educator. When you arrive, speak to an educator and let them know you are taking your child early. Collect your child's belongings and sign your child out.

If you are picking up your child at the end of the day (3.10pm-3.30pm), please wait inside the preschool, as all children will be gathered together in the front room engaged in a learning experience. Educators will dismiss children from 3.15pm in order to avoid continual disruptions caused by children leaving during the session.

## **WHEN YOUR CHILD IS RELUCTANT FOR YOU TO LEAVE**

Children may be a little anxious or upset when you drop them off for the first time or after the holidays. Please speak with an educator so that we can assist and support you and your child. It is important that we are aware of how you are both feeling and the best strategies to support your child.

It is important to:

- Try to remain calm.
- Be clear, truthful and consistent, e.g. 'I'll start you off with this painting and then I have to go.' Then do just that - go. Don't wait until they finish, leave once they have started.
- Always say goodbye and tell them when you will be back.
- Always follow through with what you have said.
- Ensure that you are at the centre on time to pick up your child, as some children may become anxious when they see other children leaving with their parents.
- Make positive comments about their success.

Remember, educators are here to help you and your child. We will reassure your child and assist them in managing their feelings during this transition time. If they don't settle, we will contact you, and if you are worried you can always phone to check on their progress.

## **ABSENCES**

The early years are important time in a child's life; they shape how a child learns and how they develop. Therefore, regular attendance at preschool is important in giving children the best possible start in life. Regular preschool attendance supports children to learn about themselves and the world they live in. Attendance builds on and extends children's current knowledge and skills. It also allows children to develop and maintain friendships.

If your child is going to be absent, call the preschool and inform an educator. If your child is unwell, please contact the preschool. It is important that we communicate any infectious illnesses to other families. We appreciate prior notice for all absences, particularly for those longer than a week. For more information about injury or illness please see the Illness and Injury section of this booklet.