

Drop off and pick up policy

Sessions will not begin before 8:30 as it is important that activities are prepared and that staff are ready to greet each child as they arrive. We appreciate it if you could wait with your child outside until the doors are opened and the session begins. Please try to collect your child promptly after the session has finished.

- If your child is starting at the preschool for the first time, it is important to consider the best way for them to settle in. Some children may require a short play with a parent or caregiver, while some may be quite happy to walk in and start playing with the children.
- There is a sign in sheet near the front door for parents/caregivers to record your child's attendance at Preschool.
- Please encourage your child to get their name tag out from the table at the start of each session, and return it at the end.
- Please record on the whiteboard near the big mat if someone else will be picking up your child. If you have not done this please send a signed permission note with the caregiver picking up your child. We will ring you if this is not done as we cannot send your child home with an adult who is unfamiliar to Preschool staff.
- Doors open at 3:00 to start saying goodbye from mat time.
- If something happens and you may be late to pick up a child please call the centre on 8254 6616 to inform them of your whereabouts, if an alternative pick up person is available please organise one and inform staff of who it will be.

Please sign your child in and out at the start and end of the session on the sign in sheet provided. If you or the usual caregiver is not collecting your child, please make sure that you write down the name of the person who is and tell them to bring some form of identification if they have not been to Early Pickups the site before.

If you are picking up your child early please sign them out before you leave, with the time and initials.

Car parking

Car parking is available strictly for kindergarten staff and families only in the kindergarten carpark (north of the building). Please observe the reserved staff and handicapped parks and leave those spaces free for the vehicles they were intended for.

Limited parking is also available on Adams Road (east of the kindergarten). The best option is usually on Washington Drive (west of the kindergarten) in signed areas. The back gate will be opened at drop off and pick up times to let the families who park here in and out.

Please observe school speed limits when driving near the kindergarten (Adams Road and Washington Drive) and remember to stop for school children on the two Adams Road crossings.