

Arrival and Departure of Children

Parents and/or Caregivers **MUST** enter the Kindergarten building to deliver and collect children. Children need to be **signed in and out** on the Roll situated on the table near the door. **NO** child will be permitted to leave the Centre until a Parent or Caregiver has entered the inside of the building and the child has been farewelled by staff. PLEASE if you would like your child to be picked up by another adult, please let a staff member know. If you are running late please phone the centre on 88373284, so we can reassure your child that you are coming as it can sometimes be a little upsetting.

If your child has not been picked up after a session the procedure for staff will be.

1. Wait 15 minutes then phone call to parents/Carers. If No Response
2. Phone call to emergency contacts. If No Response
3. Staff will call the Police. [Police will possibly take child into care until parents are located]