

**Signing In & Out:**

It is a requirement of the Commonwealth National Quality Standards that children are signed in and out on arrival and departure by an adult at all early childhood services, including Kindergarten. The attendance sheet is located near the Fees Box in the foyer.

**Collecting your child:**

The Kindy children are dismissed at the end of our last group time for the day. If someone other than yourself is collecting your child please record that information on the sign in sheets and ask them to bring photo ID for identification. Please note, our Duty of Care is such that Educators will not be allowed to release a child to someone they do not know and there are no instructions for us.