

Drop-off and pick-up procedure

Signing in and out each day

Children are required to be signed in upon arrival each morning and out when being collected at the end of the preschool day. **The sign in/out sheets are located inside the main entrance doorway upon arrival at the Preschool.** It is important that we know how many children are in the Preschool at any given time for safety and emergencies. Please ensure that all people responsible for dropping off or collecting your child are familiar with this process. If you are collecting your child early from Preschool, please ensure that you always make contact with a staff member.

Collecting your child

Please open the Preschool door for **your child only**. Do not let other children through. Please note only adults named on the enrolment form are permitted to collect children from Preschool. It is important to let staff know if your child will be picked up by another person not nominated on their enrolment form. Please inform staff or write it on the **sign in sheet** found inside the Preschool main entrance door way.