

## Arrival and Departure

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### Arrival

Parents and/or caregivers must enter the Kindy to deliver and collect children. All children need to be signed in and out on the attendance sheet each day. This is a requirement of the National Quality Standards. If your child is absent you will be asked to sign the absence when they return to Kindy.

For the convenience of everyone, we ask that the session times are observed as closely as possible. The doors will be closed until the session begins so we can set up ready for the day. Please supervise your child outside until we open the doors at 8.45am. Remember to bring your children into the building once we are open.

### Encourage your child to:

- Put their water bottle on the shelf.
- Put their snack box on the trolley.
- Put their lunch box in the fridge.
- Hang their bag on their hook
- Sign in
- Say hello to a staff member then choose an activity

### Leaving your child

You are welcome to stay with your child until they are settled for the day. When it is time to go, be sure to say goodbye. It is important that you do not go without saying goodbye as your child may lose trust and confidence. Sometimes your child may become upset when you leave, if you are having difficulty with separation please see an educator. If your child does not settle when you leave, we will call you. Please feel free to ring and check how your child is at any time.

Here is an example of a conversation that may assist your child with separation:

*Dad to Jack: "Jack, I'm leaving now. Summer is here to look after you and keep you safe for me." (or if Jack is upset Dad might say to Jack: "I know you feel sad to say goodbye and you will miss me, I will be thinking about you today. Summer is here to look after you and keep you safe for me.")*

*Dad to Summer: "Summer will you look after Jack today?"*

*Summer to Dad and Jack: "Yes Jack, I'm happy I get to keep you safe and play with you until Daddy comes back. I'm always here when you need me."*  
*It is often an emotional strain for children and parents to adjust to a new environment and even if things appear to be going well your child may feel uncertain for the first few weeks and may also be very tired.*

**Collecting your child**

Pick up time is 3.30pm on full days and 11.45am on Friday. Please wait on the veranda while we have our final group time and come into the Kindy when the doors open. Staff will farewell children when we see their parent /caregiver. Please help your child to gather their work and belongings. If you are running late please phone the centre so we can reassure your child you are on your way.

**Security and collection of children**

No child will be permitted to leave the Centre until the parent or caregiver has arrived and the child has been farewelled by staff. Only parents and authorised people nominated on the enrolment form may collect your child unless you have advised staff beforehand, preferably in writing. The age of the person collecting must be 16 unless written consent is provided by parent/caregiver.

Please advise staff if somebody other than a parent or regular caregiver is to collect your child and note their name on the attendance sheet in the 'notes' section next to your child's name. If you forget to record this or plans change during the day, please phone to let us know. We will confirm the child is going with the right person and may ask an unfamiliar person for identification, such as a drivers licence. Please see Attendance Procedure in policy folder for more information.

If at any time a Family Court Order is made in relation to your child, the Director must be advised immediately and be provided with a copy of any such order.