

Drop-off and pick-up procedure

When you and your child arrive at the kindergarten, please:

- Help your child to place their bag in their locker and put their lunch box in the lunch trolley. Snack and water stay in their bag.
- Bring them into the building and greet staff (for safety reasons, children are not permitted to play outside unless a staff member is supervising).
- If you are running early, please stay with your child until session starting time. This allows staff to be fully prepared for the day.
- Please see that your child is happily settled into an activity before you leave, and tell them you are going so that they do not suddenly miss you and become upset.
- If someone other than a known contact will be collecting your child, please write this in our communication book on the white cupboard.

At the end of the session, please:

- Collect your child prior to 3.45 pm please. This gives the staff a chance to talk to you about your child's day.
- Ensure that your child has been farewelled by staff before leaving. Staff will only allow children to leave the centre with parents or carers unless notified that someone different is to collect your child. Let them know the end of session times and routines if they are unfamiliar with the kindergarten.
- Should an emergency arise please telephone so staff can reassure your child.
- Collect any artwork that your child has done during kindergarten from the veranda.
- Be careful to allow only the children in your care to exit the gate with you.

If your child has trouble separating from you, please discuss the way you would like to handle this with staff. There are a range of ideas, but we need to choose strategies both you and the staff are comfortable with.