



Margaret Lohmeyer Kindergarten
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Daw Park
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Drop off/ Pick up Procedure of Margaret Lohmeyer Kindergarten

Rationale

Your child's safety is very important to us at Margaret Lohmeyer Kindergarten. It is important that we are notified of changes to who will be collecting your child from kindergarten.

Dropping off children

Please bring your child into the kindergarten and ensure you have signed them in on the daily attendance sheet. If you arrive prior to the start of the session time you will need to remain with your child until the session starts.

Collection of children

Children need to be signed out by the adult picking them up on the daily attendance sheet.

If another adult other than the person who drops off your child at kindergarten is to collect that child then **staff are to be informed personally** or either via a phone call, email or signed letter by the parent giving consent to do so.

During the enrolment process parents/guardians are requested to identify emergency contacts if the parent or guardian cannot be contacted in an emergency. The enrolment process will also request names of contacts who are authorised to collect your child(ren).

If there are any current court-sanctioned residency, parental responsibility or contact orders relating to your child(ren) please provide a copy to kindergarten staff. Such copies are for **confidential** use by staff only and will be used to support you and your family in the delivery and collection of your child(ren).

The staff at Margaret Lohmeyer Kindergarten thank you in advance for your support of this procedure.