

Safety and security

Arrival and departure of children

On arrival please accompany your child into the kindergarten and greet a staff member. This ensures that staff are aware of your child's presence and provides an opportunity to share information that is relevant on the day. Please sign for your child when arriving at kindergarten. The sign in register is located on the sign in desk. Please note any changes to regular collection procedures in this register.

Leaving kindergarten

It is important that staff know who is collecting your child each day and that each child is farewelled by a staff member at the end of their kindergarten session. If, on any given day the routine for collection should change, please indicate this in the sign in register. When collecting your child from kindergarten please sign the register to indicate that the child is now in your care.