

Arrivals and departures

When you and your child arrive at kindy, please

- Bring your child into kindergarten to greet staff and encourage your child to be independent by carrying and hanging up their own bag so they can find it later. You are welcome to stay and involve yourself with the children and the activities...this makes for a far more settled day.
- Place your child's lunch box in the trolleys provided under the verandah
- Place your child's water bottle on the trolley by the front door
- If you are running early, please stay outside with your child until the session begins. Staff will open the door when the session begins. This allows staff to set up for the session and ensures your child remains supervised
- Please see that your child is happily settled into an activity before you leave and tell them when you are leaving so that you maintain their trust and they feel comfortable with you leaving
- If someone other than the person bringing them or a pre-arranged contact person will be collecting your child, please write this in the diary on the table near the entrance gate.

At the end of the session please

- Collect your child punctually.
- Ensure your child has been fare-welled from the mat by staff before leaving. (Staff will only allow children to leave the Centre with parents or designated carers). If someone different is collecting your child, please let them know they will be asked for I.D. and notify the kindy of who it will be.
- Each child will be dismissed individually from the group on the mat.
- If the unexpected occurs for you during session time - you are running late or cannot pick up your child, please phone the kindergarten to tell staff the change of arrangements and we will reassure your child (Our phone number is listed under "PRESCHOOLS" in the White Pages or at the front of this document.) It would be advisable to carry the number with you for emergencies or programmed into your phone.

School session times

Please ensure that people responsible for collecting children have been notified of session times, their responsibilities and the kindy contact number.

Parents are responsible for children when on site prior to and after session times.

The time prior to 9am, after 3pm and during Fri lunch time is for staff to set up, prepare and plan for sessions, to maintain children's records, assessment, reporting, to receipt money, attend staff meetings and professional development, have lunch, undertake administration tasks, schedule enrolment interviews and appointments with parents etc. to maintain a high quality program.

As such, we request that you respect the above Preschool session times by staying with your child when arriving early for sessions and not being late for pickup unless there has been prior negotiation with the staff for before or after kindergarten care.