

St Helen's Park Kindergarten

pick-up and drop-off



Travelling to and from kindergarten:

Take full responsibility for your child. Make a note in the diary in our foyer of any variations in either the person collecting your child or your arrival time at the end of the session. Children can often become worried by such changes and it helps if staff can offer them an explanation. All children must be signed in and out of the centre, this is for our WHS procedures in case of emergency.

Arriving and Leaving:

Parking:

For safety reasons please park in an orderly manner in the car park. Please note that there are **NO PARKING** signs and a yellow painted line on Koonga Avenue outside the kindergarten. Double ranking is also an offence. The traffic inspector does patrol this area. Please pass this information onto whoever is transporting your child.

ON ARRIVAL PLEASE SIGN IN YOUR CHILD AT THE DESIGNATED TABLE BEFORE ENTERING.

Please note the starting times of session

We would appreciate your co-operation in remaining with your child until sessions begin. In time of emergency please contact the staff if you require additional assistance.

At the beginning of the session:

We have cooler bags available for your child's lunchbox, please ensure that the lunch is placed in here so we can then transfer them to the fridge. Children's brain break (recess) MUST stay in their kindy bag. Please bring your child into the kindergarten on arrival allowing them to carry their own bag and find a place to hang it. Children are then able to select an activity with you until settled. We encourage you to spend time with your child exploring the curriculum choices and celebrating in their successes. Within 40 minutes we will call the children together for some more formal teaching time and sharing of information.

At the end of the session:

ON COLLECTING PLEASE SIGN OUT YOUR CHILD PRIOR TO LEAVING.

Pickup time is anywhere from 3.00pm- 3.30pm, please wait quietly until a staff member says goodbye to your child and acknowledges you are there.

Attendance

We believe that regular attendance is of great importance. Children need the security of feeling that they are part of the group, they develop friendships and follow the routines of the program. We urge parents to ensure that children attend as regularly as possible.

If your child is away for any reason please contact the kindergarten as soon as possible.

Please note these points from the attendance and access policy:

3. Children cannot be left earlier than 8.45 unless by special arrangement with the director and on the approval of all staff. This will incur a cost of \$5 each time, and can only be for emergency situations. Staff may assist in organising out of school care with other families by way of introductions.
4. To ensure equity for all families arrangements for early arrival can only be for emergency situations. Long term needs must be organised independently of kindergarten hours. The safety of the child is a priority, and staff are engaged in setting up the environment and not available to provide supervision prior to 8.45am.
5. Late collection of children (15 min-25 min) will incur a fee of \$5 each time if on a habitual basis; \$10 after 30 minutes. Families are encouraged to notify the kindergarten if running late to collect their child. Families will be contacted by 3.45pm if collection of child has not occurred and no contact has been made to staff. If no contact has been made to staff and all attempts at contacting emergency numbers have failed the child will be taken to the closest Police station by 2 staff members at the time of staff leaving the site. Children left on the site for an unreasonable length of time will incur a fee of \$10.