

### **Drop off and Pick up procedures**

Children are to be dropped off and picked up strictly within session times. Please use the gate on Avenue Road. Please do not take any child other than your own through the gate. Proceed to the rear entrance of the kindergarten under the covered pergola. Children must be signed in and signed out by a caregiver. Sign in sheets are located adjacent to the bag lockers. Staff must be notified when a child is picked up. Children will not be released to a person other than a parent or adult nominated by a parent. Staff must be notified in person, or via phone or email if there are any changes in who is picking up. Please let the director know if there are any access orders in place.

### **PARKING**

As with most other schools and kindergartens, parking can be very difficult. If we notice you arrive for pickup within the last 15 mins of the sessions and children's learning is not interrupted, we will say 'Goodbye' to your child so that another parking space is made available. Parking is available on Avenue Rd and in the playground car park. There is no parking available behind the CFS or on kindergarten grounds.

Please!! Under no circumstances park in front of the CFS sheds or office – not even for a minute, as this hinders a quick exit for emergency vehicles

### **COVID19 Protocols**

We are guided by Department for Education protocols. Adults please do not enter the kindergarten premises or bring your child to kindergarten if unwell. Please get a Covid19 check as advised by the Health Department and do not enter until you receive a negative result. Adults please socially distance at all times. Please use the QR code sign in or manual sign in sheet when entering the kindergarten through the Avenue Rd gate. Please exit using the laneway gate. There is hand sanitizer for adult use. Children must wash their hands after putting their bags away and before playing. Parents may enter the building but this may change according to changes in the pandemic. We will keep parent up to date with these changes.