

## Staying Safe: Drop off and Pick up policy

### A child recorded as attending the service only leaves the premises when:

- Given into the care of a parent or guardian of the child
- Given into the care of an authorised nominee named in the child's enrolment record
- Given into the care of a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child
- Taken on an excursion with written authorisation in accordance with regulation 102
- They require medical care
- There is an emergency (including rehearsed emergency evacuations).
- A parent or authorised nominee unknown to staff must provide proof of identification before the child is given into their care.
  
- Should someone other than the usual Carers be collecting your child, please let a staff member know who it is and ensure that they are on your pick up list.
- If there are any last minute changes to pick up arrangements, please phone the Centre.
  
- We understand that there may be times when you are running late – please phone us if you can, as children can become distressed if parents are late.
  
- **Please be aware of other children when opening gates and ensure that only the children in your care are exiting with you.**
  
- Each day your child attends Preschool, please sign them in and out using the sign in sheets available on the veranda.
- As staff "duty of care" does not start until 9am, we must ask that you **do not** leave your child until then.
  
- Should you arrive after the session has begun, please speak to a staff member, so that we know that your child has arrived.
  
- If you need to pick up your child early, please tell a staff member that you are taking your child, and remember to sign out before leaving.
  
- Please be prompt when collecting children at the end of the day. The finishing time is 3pm.

Your child will gain most from their Preschool experience if their attendance is regular. If your child is absent for any reason, please give us a call to let us know. We have an answering machine, so you can call and leave a message at any time.

Please be aware of our car park speed limit and that there are children accessing this area at pick up and drop off times. Please do not park in the disabled car park unless you have a disability parking permit or in the no parking space in front of the Preschool access gates.

Reviewed by:

Governing council chairperson:

  
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Director:



Date:

20/5/21

