



# Arrival and Collection of Children Policy

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*At Tumby Bay Kindergarten these procedures have been put in place because the security and safety of your Child is of the utmost importance to us.*

- Children need to be brought into the centre and signed in and out of care and kindy.
  - Staff need to be informed when a child is to be picked up by another adult. Legally we cannot allow children to leave unless they are picked up by a parent or care provider, or we have their permission to send them with someone else.
  - For those children travelling on buses, parents need to inform staff if a child is to be picked up from the centre.
  - No person under the age of 18 years (other than parent) will be allowed to collect children.
  - Kindergarten hours are   Tuesdays and Thursdays 8.45 – 3.00  
                                          Wednesday 12.30 – 3.00.
  - These times must be adhered to. Staff need to prepare for the day and clean up at the end of the day. Parents dropping off children earlier than session times need to remain with their children.
  - Parents requiring children to access OSHC need to put their name on and initial the bus list and also inform staff.
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