

ARRIVALS AND DEPARTURES

To ensure safe children are safe as they arrive and depart we require an ADULT to accompany your child and again when leaving the centre. The adult needs to sign the roll book to show that your child has arrived and upon collection. Encourage your child to carry their bag in and put it in their locker. They will then know where their bag is during the day. They can sign in on their list too. Please help your child to place their morning and afternoon brain food in the baskets provided. Lunch boxes go into the green cooler boxes and drink bottles onto the table near the brain food baskets.

Help your child greet staff or respond to a greeting and settle into an activity. Make sure you say goodbye to your child when leaving.

At farewell time staff will say goodbye only we see you. To keep children safe staff cannot release your child to anyone other than parents or emergency contact person listed on the enrolment form. If an alternative adult is to collect your child please write this on the sign in sheet and inform staff. We require proof of identity for anyone picking up a child. If you need to collect your child early, please inform a staff member before removing your child. Please remember to only open the gate for your child. Please do not let other children through the gate.