

## **When you arrive**

Encourage your child to

- put their bag on a hook on the locker trolley
- place their drink bottle and lunch in the trolleys, and their snack in the box
- put their photo on the board

You will need to

- sign next to your child's name on the sign on sheet
- write in the diary if your child is to be collected by someone else
- Spend some time at an activity with your child.

Speak with a staff member for help if your child is reluctant to let you go.

## **At home time**

The doors will open at 3:45pm and a staff member will individually farewell your child. Don't forget to help your child collect their bag, artwork and clothing.

# WEST BEACH KINDERGARTEN

## Late Collection Policy

### Policy context

The hours of operation at West Beach Kindergarten for Kindergarten sessions are **830 – 400** Monday to Thursday. The rostered finish time for staff is 4.15. It is important for HSW regulations that staff are able to finish on time. We understand that there may be an occasion when it is unavoidable to be running a few minutes late. **Late Collection** refers to 15 minutes or more after Kindergarten finishing time eg **415 onwards**.

### Parents must

- Contact the Kindergarten if they are going to be running more than 15 minutes late. Children can become distressed when parents are running late and it is important to their **wellbeing** to know that parents have contacted staff.
- Contact Staff if someone other than a parent/nominated adult with collection authority will be collecting your child. Staff will then need to sight ID.

### Late Collection

- 2 members of staff will remain with child(ren) until they are collected by an authorised adult.
- If late collection becomes a regular occurrence (**more than twice a term**) a penalty of \$5 per 15 minutes will apply.
- In the event where a child is still at the centre at **500** and there has been **no contact** from parents/caregivers then staff will call for **police assistance** on **131444**.