

Arrival and Departure of Children

Parents and/or caregivers MUST enter the Preschool to deliver and collect children. NO child will be permitted to leave the Preschool until the parent or caregiver has arrived and the child has been farewelled by staff. If you are leaving early for any reason, please make sure a staff member knows you are taking your child. Please advise staff if somebody other than a parent or caregiver is to collect your child and record it in the sign in sheet by the door. For your child's sake we will not allow them to go with others without your authority.

Change of Contact Details

If you change your address, phone or mobile number; your email address or emergency contact people, could you please let the Preschool know immediately. In an emergency, we need to know that we can make contact with you or your designated contact person.