

## Dropping off & Picking children up from Kindy

### **Rational**

Child safety is of paramount importance to all of us who live and work with children and in our fast, busy lives sometimes shortcuts are taken to lessen time however they may increase the danger to children. Therefore new procedures have been put in place to protect the children.

### **Procedure**

#### Dropping off

- Parents/caregivers **will not** be able to leave their children before 8.30 am as staff are not on duty.
- All children must be **brought into** the Centre by their parent/caregiver **and signed in**
- Snack and lunch boxes must be placed in the lockers provided.
- To settle their child, parents are encouraged to “play” or read with their child.
- Always let your child know that you are leaving so that they will not look for you later and be upset.
- If parents have difficulty separating from their child, a staff member will assist in the hand over.
- Parents are encouraged to phone the Centre within 1/2 hr if their child is extremely distressed when they leave. Staff will phone the parent/caregiver if their child does not settle.

#### Picking up

- Parents/caregivers **must be on time** to collect their child. Late parents cause stress as staff try to clean up/set up between sessions or at the end of the day.
- Children will usually be dismissed from the mat area however if you pick up your child early, you must let a staff member know so that there will be no concerns about a missing child.
- While waiting to collect your child, please wait outside and refrain from making lots of noise, as mat time is in progress and it can be distracting from children’s learning.
- Late pick up will cause a fee to be applied unless prior arrangements have been arranged.
- Your child is expected to remain seated in the mat area until they have been verbally dismissed once the staff member has seen the parent/caregiver.
- If you are not able to collect your child ring and let staff know so that they can inform your child. Alternatively you may write the information and the name of the person collecting your child on the sign in sheet.

#### Other issues

- Please ring if your child will be away **to maintain their place** at kindy.
- If you need to talk to a staff member remember they need to set up or supervise children so if it will take time, arrange a time to talk.
- A “see me” tag will be placed in your child’s parent pocket if staff need to see you.

**Only allow your child** through the gate when leaving.