



Arrival and Departure Centre Policy

Arrival:

Please sign your child in by the door.

For safety reasons children must be brought into the centre and not left outside.

All of our sessions begin inside with an educator.

When kindergarten is a new experience for you and your child, please be prepared to stay for 15mins and have a play with your child. While staff are experienced in general patterns of behaviour, you know your own child and we will work together towards positive parent/child separation. It is most important that the children trust you and our staff, therefore it is important that you say “goodbye” to your child and assure them you will return.

At the beginning of the session please encourage your child to put their name/photo on the name board and then come and find a staff member so that they can be greeted.

Departure:

Please sign your child out by the door.

At the end of the session we have a meeting time on the mat and we say goodbye to the children individually as parents arrive. If a child leaves the mat without a teacher having said “goodbye”, we will ask them to come back so that they learn the routine. Please ensure you are on time to avoid your child becoming anxious.

If anyone other than yourself is picking up your child:

- Verbally tell a staff member AND
- Write the arrangements in the sign in sheet.

We will not allow a child to go with a person other than yourself or a nominated person on your child’s enrolment form i.e. emergency contact person if we have not been informed.

If you have arranged someone who is not on your child’s enrolment form you will need to personally notify us and the person collecting your child will need to bring a photo I.D.

Should you pick up your child early, please speak to a staff member before leaving with your child and sign your child out or if pick up arrangements change during the day, please ring the kindergarten and notify staff.