

ARRIVAL AND DEPARTURE PROCEDURES FOR PARENTS

Dear Parents/Guardians,

This Early Childhood Education Service has a legal responsibility to ensure that all children arrive and depart the premises safely, accompanied by an authorised person and safe from hazards in car parking areas.

Arrival and departure times are very busy and often chaotic with many adults, kinder children and siblings entering and leaving the premises. Parents/guardians and other authorised pick up persons have a very important role to help our service uphold the laws and keep all children safe and are responsible for following the procedures set out below.

Please sign the acknowledgment slip at the bottom of this form and return the form to the teacher of your child's group on your first day. Your teacher will make a photocopy of the form for you to keep.

Procedure for arrival and departure.

1. When entering and leaving via the front gates, hold your child's hand if possible, so that your child cannot get through the gate unaccompanied.
2. Ensure that any siblings are held, carried, or kept with you at all times.
3. On arrival, sign your child into the service and take them into the Teaching staff and hand them over into the care of the staff. Do not leave your child until staff have acknowledged your child's arrival.
4. When you collect your child from the service, ensure you have signed your child out and record the exact time. Hold your child's hand if possible and make sure you know where your child is at all times.
5. After signing out of the service, exit the premises and do not let your child wander away from you. Be aware of where your child is at all times.
6. When you open the exit/entry gate look around you and make sure that you only have the child/children in your care. If you look down and see someone else's child waiting at the gate not accompanied by their parent/guardian, do not open the gate, try to send the child back inside to teaching staff, or if you can see their parent, send them over to their parent.
- 7. Do not let any child, other than the child/children in your care out of the gate.**
8. When you arrive and depart, keep your child/children safe in car parking areas by holding hands if possible and constantly supervising your child/children.
9. If you have a number of children to supervise at arrival and departure times and are experiencing any difficulty in following these procedures, please speak to the Teaching staff and let them know, so that some strategies or support can be discussed.
10. Make sure that you inform all persons you authorise to deliver, or collect your child from the service, of these procedures.

I acknowledge that I have read and understand the procedures for arrival and departure at the Early Childhood Education Service.

Parent/guardian name:

Childs name:

Signature:

Date: