



Arrival and Pick Up Kindergarten

Purpose

To ensure the safe and supervised movement of children into and out of the Kindergarten room at the beginning and end of the daily Kindergarten session.

To meet the requirements for signing in and out of the service by parents/carers to ensure child safety at all times.

Application

This procedure applies to Our Lady of the Sacred Heart Kindergarten located on Thursday Island.

Guideline/Procedure

As part of our school policy for the sign in and sign out process for our Kindergarten students, we have a number of extended family members and siblings who sign Kindergarten students in or they sign them out to go home.

These people have been added to the enrolment form for each Kindergarten student.

Kindergarten students must be signed in and out each day with follow up provided by the Kindergarten Assistant each day.

The Centre opens at 8:30 am. Parents are able to enter the service before this time to place lunchboxes in the fridge. All parents must remain with their child outside the centre until the service opens at 8:30 am.

All children enter the centre at 8:30 am. Parents sign in their child at 8:30 am.

Parents pick up their children from the centre at 11:30. All parents are to sign children out of the centre before they leave.