Port Broughton Kindergarten

Arrival and Departure Policy

Preschool Parent Responsibilities

1. Parents and/or Caregivers MUST enter the centre to deliver and collect children.
2. Preschool sessions do not begin until 8:30am therefore parents are not to drop children off before this time. Prior to 8:30am staff are busy preparing for the session and are not able to take on full supervision of children.
3. Preschool sessions finish 3:00pm on Tuesdays and Thursdays and 12:30pm on Wednesday sessions.
4. NO child will be permitted to leave the centre until the parent or caregiver has entered the grounds and the child has been farewelled by a staff member.
5. If you cannot collect your child from the centre, please fill in and sign the pink “Arrival and Departure Book” and let staff know.

Bus Arrangements

In accordance with the Department of Education and Children’s Services (DECD) School Transport Policy, Principals and District Directors may approve non-entitled students to travel on existing school buses under certain conditions. Non-entitled students include pre-school children.

If children are to use school buses the following steps need to take place.

1. Permission for Transport of Ineligible Students on a School Bus form needs to be completed and signed by parent and school bus coordinator.
2. Upon arrival to the centre children are to be accompanied by a responsible school aged child nominated by the parent into the centre building and greeted by a staff member.
3. Upon departure children are to be accompanied by a staff member to the school bus departure area. The staff member is to see that the children board the bus in a safe manner.

Preschool Staff Responsibilities

1. A staff member is to greet the children upon arrival at the centre.
2. Staff members must farewell children only on sight of their parent/caregiver entering the Kindy grounds.

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Signed:

Chairperson – Governing Council

Director – Port Broughton Kindergarten