



# SWALLOWCLIFFE PRE SCHOOL

## Arrival and Departure

### Arrival

When you arrive at the Pre School it is important that you encourage your child to organise themselves.

1. Before you enter sign the 'sign in sheet'
2. Encourage your child to also sign in their name
3. Support your child in finding their name to put their bag on a hook
4. Support your child to put their fruit in the fruit basket provided
5. Support your child to put their drink bottle in the trays provided
6. Support your child to put any library books or literacy packs in the appropriate boxes
7. Check your child's name pockets for any notices and the parent white board for any relevant information

### Departure

1. If you are late picking your child up please ring the Pre School to let staff know. If you are later than 15 minutes, staff will contact you by phone. If we are unable to contact you your child's emergency phone numbers will be contacted to pick up your child. Your child will be sent to the Front Office if staff have meetings or are unable to supervise your child.
2. When enrolling your child you must fill out extra information on who can pick up your child in case you as a parent/caregiver are unable to get to the Pre School
3. In the event of a joint sessions there will be a sign in and sign out sheet for all parents/caregivers and daycare providers to sign the children in and out.
4. Please sign your child out.
5. Children will not be released to unauthorised people. If someone else is to pick up your child that is unknown to the staff let a staff member know. That person will be asked to show ID to staff when collecting your child.
6. If you need to collect your child early please let a member of staff know before you take your child
7. A staff member will dismiss children individually at the appropriate time
8. Support your child to collect their own bag and anything they made to take home
9. If you need to see a staff member please wait for other children to be dismissed, DO NOT open the door up any further than the teacher standing there saying goodbye to all children.
10. Shut all gates and door after you leave
11. Please tidy up any furniture or toys that you may have used/moved before you go

