

Holden Hill Kindergarten and Occasional Care

Kindergarten Arrival and Departure Procedure



Arrival

Access to the kindergarten yard is from 8.20am when the entrance gate at the side of the building, adjacent to the Holden Hill Community Centre car park, is unlocked. It is parent responsibility to ensure the safe supervision of your child/ren by remaining with your child/ren until the session begins at 8.30am. Staff will open the entrance doors to the kindergarten at 8.30am and you are able to support your child to engage with the provided learning opportunities in the indoor or outdoor learning environment.

Kindergarten is an exciting experience for your child/ren, and we encourage you to help your child feel comfortable in their new learning environment by settling them into an activity. If you have concerns about separation anxiety or your child being emotionally distressed when you are ready to leave, please talk to a member of the staff team so that a collaborative approach can be used to help your child adapt to the kindergarten environment. While staff are experienced in general patterns of behaviour, you know your own child and we will work together towards positive parent/child separation. Please note that it is important that you say goodbye to your child and reassure them that you will return.

Departure

At the end of the day staff say goodbye to children individually from the outdoor learning environment when the farewelling staff member can see a parent/caregiver. The person collecting your child/ren is asked to ensure that the staff member responsible for signing the children out at the end of the day is aware that you have collected and your child. The staff member responsible for signing the children out will be wearing a pink high visibility vest. If you have questions about the day or need to share information, please talk to another staff member. It is very important that the person signing the children out be able to vigilantly supervise the movement of the adults and children at the end of the day. Please ensure that you are on time to avoid your child becoming anxious and to avoid a late fee (refer to Holden Hill Kindergarten and Occasional Care Late Collection Procedure).

Collection Authority

If anyone, other than those authorised on the enrolment form, will be picking up your child, please notify staff. This can be done by informing a staff member in person, ringing the centre, or sending a text message. **A child will not be released to a person unless they are an authorised nominee indicated in the enrolment records.** If the person collecting your child is unfamiliar to staff, they will be asked to provide identification.

Please note the minimum age requirement of a responsible person for collecting a child is 16 years of age. A kindergarten child will not be released to a sibling or friend that is under the age of 16 or who is not a nominated collection authority on a child's enrolment form.

If you need to collect your child early, please ensure that you tell a staff member before you take your child out of the centre so that we can ensure their safety.


Gate Use

Families enter and exit the Centre via the gates by the Community Centre car park. Please ensure that you:


- Close the gate securely each time you open it
- Only let the child/ren under your care out of the gate
- Inform a staff member if the gate is not closing securely so it can be realigned

Attendance Records

The kindergarten staff record children's arrival and departure during the session and sign off an attendance record at the end of each day. This information is also transferred onto the Early Years System online data base for Departmental records.

Signed: 

Director Date: 07/04/2022

Reviewed: 

Director Date: 10/03/2023

Scheduled for review: March 2025