MAGILL KINDERGARTEN

Occupational Health Safety and Welfare Policy
Arrival and Departure Policy

To ensure the safety of all children attending the Kindergarten, the following policy will make clear the expectations of staff, children, parents and caregivers in regards to dropping off and collecting children.

ARRIVAL

Please bring your child inside the building and help them to get organised for their session:- ie children put bags on hooks and come into the building with parent/carer. Make sure you make contact with a staff member. This can be done in an informal way such as ‘Hello’, ‘Good Morning’ etc. DO NOT leave children at the gates to make their own way into the building. This is an UNSAFE PRACTICE.

MARKING THE ROLL

During the first 20 minutes of each session, a staff person will mark the roll. We do this at this time to obtain a list of children at Kindy for the session., as an EMERGENCY EVACUATION LIST. If arriving after this it is vital that you make contact with a staff person so that your child’s name is included on the roll.

DISMISSAL

The children will be dismissed individually from the mat by name. Please be patient as it is important that children leave the centre safely. All children are encouraged to say ‘Goodbye’ to the dismissing teacher.

Please supervise your child carefully at this busy time. The gates open and shut continuously until the last family leaves. The road is also very busy.

Do not allow children other than your own out the gate.

IF SOMEONE ELSE IS COLLECTING YOUR CHILD

• Let your child be very clear about who is to collect them from Kindy.
• Let staff know of these arrangements (either on the day or by phone).
• Record information on the whiteboard, which is located on the wall near the kitchen. If unsure, ask staff for help. We will need a contact phone number for this person.

PLEASE BE PUNCTUAL

Should an emergency arise, please telephone so that staff can reassure your child - late collection can be stressful and upsetting for a child. If necessary arrange for another parent/friend to collect your child.

You are asked to respect the needs of the staff by not bringing children early or collecting them late. In the morning we need time and space to ensure the environment is safe and prepare for sessions. At the end of Kindy we need time to complete our work for the day, exchange information and have staff meetings etc.

Governing Council Endorsement: Date: