



Swallowcliffe P-7

Be Safe, Be Kind, Work Hard

SWALLOWCLIFFE PRESCHOOL Arrival and Departure Procedure

The Preschool doors will be open from 8:30am until 9.20am. If you arrive after 9.20am you need to enter the Preschool through the School access. The Preschool doors will reopen again at 3.00pm

Arrival

When you arrive at the Preschool it is important that you encourage your child to organise themselves and participate in the morning routine.

1. Support your child in finding their name
2. Encourage your child to also independently write their name and answer the question of the day
3. Support your child to put their bag away
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 and label any food items that need to be refrigerated.
6. Sign your child in on the roll
7. Check your child's name pockets for any notices and the parent notice board for any relevant information

Departure

1. If you are late picking your child up please ring the Preschool 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 contacts 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 unauthorized people or to children under 18. 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 group time door up any further than the teacher standing there saying goodbye to all children. This ensures the learning environment and safety of children continues.
10. Shut all gates and doors after you leave.
11. Please tidy up any furniture or toys that you or your children may have used/moved before you go.
12. Staff will notify leadership if children have not been picked up by 3.45pm.

Updated 18/10/21
endorsed with new changes

Endorsed by Governing Council: August 2019

Reviewed: October 2021

Our Mission: To empower students to recognise and optimise their full learning potential.



Government of South Australia
Department for Education

Principal: Ms Tonia Noble • Swallowcliffe Road, Davoren Park SA 5113
Ph: 8255 2908 • Fax: 8287 0559 • E: dl.1062.info@schools.sa.edu.au

www.swallowc7.sa.edu.au