



Valley View Kindergarten

Arrival and Departure Procedure

Issue : 3
Date : 01/06/2022
Review: 01/06/2024

Arrival:

When kindergarten is a new experience for you and your child, please be prepared to stay as long as necessary. While staff are experienced in general patterns of behaviour, you know your own child and we will work together towards positive parent/child separation. It is most important that the children trust you and staff, therefore it is important that you say goodbye to your child and ensure them you will return

At the beginning of the session please assist staff by:

- signing in your child by placing your signature by their name on the sign in chart
 - provide a contact number if it is to be different to the phone numbers on their enrolment form
 - record if anyone different will be picking them up (and also tell us please)
- then bring them to a staff member so that they can be greeted

Departure:

At the end of the session we have a meeting time on the mat and we say goodbye to the children individually as parents arrive. If a child leaves the mat without a teacher having said good bye, we will ask them to come back so that they learn the routine. Please ensure you are on time to avoid your child becoming anxious

If anyone other than yourself is picking up your child:

- Verbally tell a staff as we will not let a child go with a person other than yourself if we have not been informed.

Endorsed by Governing Council June



Government
of South Australia
Department for Education
and Child Development