

## Drop off and pick up procedure

Please be punctual when bringing or collecting your child. Always bring your child into the building so that the staff know they have arrived. Please sign your child in as well.

If someone other than you or your partner is collecting your child from Kindergarten, please fill in the details in the Collection Book, which can be found on the kitchen bench next to the sign in book. If this is a regular arrangement, you need only to fill in the details at the beginning of each term.

The carpark off Barramundi Drive is for staff only. Exceptions are vehicles displaying a disabled permit.

Please check your note tube in the foyer every day, and read notices and notice boards.