

Bute and District Kindergarten and Rural Care

Arrival and Departure Policy

Preschool Parent Responsibilities

1. Parents and/or Caregivers **MUST** enter the centre to deliver and collect children. Parents and/or Caregivers **MUST** sign in and out children on the Daily Attendance Sheet.
2. Preschool sessions begin at 8:40am. Prior to 8:40am staff are busy preparing for the session and are not able to take on supervision of children.
3. Preschool sessions finish at 3.15pm on Wednesdays and Thursdays.
2. **NO** child will be permitted to leave the centre until the parent or caregiver has entered the inside of the building and the child has been farewelled by a staff member.
3. If you cannot collect your child from the centre, a phone call or written message to staff about alternative arrangements needs to be made.
4. To ensure the safety of your child, we ask you to sign a form to give us permission to send your child home with a different person.

Bus Arrangements

In accordance with the Department of Education and Children's Services (DECD) *School Transport Policy*, Principals and District Directors may approve non-entitled students to travel on existing school buses under certain conditions. Non-entitled students include pre-school children.

If children are to use school buses the following steps need to take place.

1. Permission for Transport of Ineligible Students on a School Bus form needs to be completed and signed by parent and school principal.
2. Upon arrival to the centre children are to be accompanied by the Bus Monitors into the centre building and greeted and signed in by a staff member.
3. Upon departure children are to be signed out and accompanied by a staff member to the school bus departure area. The staff member is to see that the children board the bus in a safe manner.

Rural Care Parent Responsibilities

1. Parents and/or Caregivers **MUST** enter the centre to deliver and collect children.
2. On arrival & departure, children must be signed in/out by parents. Times to be to the nearest 5 minutes.
3. If you cannot collect your child from the centre, a phone call or written message to staff about alternative arrangements needs to be made.
4. To ensure the safety of your child, we ask you to sign a form to give us permission to send your child home with a different person.

Rural Care & Preschool Staff Responsibilities

1. A staff member is to greet children and parents upon arrival at the centre.
2. If parents are arranging for their child to be dropped off/picked up by someone different, staff are to ensure (Rural Care)- Parent Authorisation Sheet (non-permanent), or (kindergarten) – Emergency contact update form is completed.
3. Rural Care staff sign children into the centre if they are entering care after preschool or school. Parents to counter sign next time they are in the centre.
4. Rural Care staff sign children out of the centre when they leave the centre to attend school. Kindergarten staff sign kindergarten children in/out if arriving/departing by bus.
5. Rural Care staff are to meet school children at the back entrance (near children's lockers) at the end of the school day.

Signed:

Chairperson – Governing Council

Michelle Trengove

Principal – Bute Primary school &
Bute and District Kindergarten & Rural Care
Richard Hall

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