



# POLICY STATEMENT AFTERNOON DEPARTURE PROCEDURE



## Policy Statement:

- Afternoon departure time is 2.15 pm - 2.30 pm. We are aware and understand that circumstances may prevent parents picking up on time, however continual late pickups will incur a late fee. If you are going to be late please contact your teacher or the office as soon as possible..
- Pick up time is by 2.30 pm.
- If there is an emergency and you are unable to make the 2.30 pm deadline, you must arrange for someone else to collect your child. You must notify the Kindergarten of the person's name and they need to be one of your "Emergency Contact" on our list.
- If this procedure is not followed it is the Director's responsibility to contact a person on your Emergency List and they will be required to come immediately to collect your child.
- If the Emergency Contact person is unknown to the staff, they will need to produce photo identification.
- Our official policy is that if Emergency Contacts are unable to be contacted and staff needs to leave the Kindergarten. Police will be called and will come to collect your child.
- The staff frequently undertakes home visits, in-service, regional meetings and committee meetings, all commencing after 3.00 pm. The staff's personal commitments after 3.00 pm must also be considered.
- C&K recognizes the value of child free time both before and after the daily program. During this time the teachers prepare the environment, maintain their written program and administrative records and generally tidy up.

Parent's Name: .....

I/We have read the above Policy Statement and agree to the conditions stated above.

..... (Signed).....  
(Date)

..... (Signed).....  
(Date)