

## *The Children's Garden*

### PROCEDURE FOR ARRIVING AND COLLECTING CHILDREN

Children should arrive in kindergarten for 9.30am.

Parents may come inside with their children to settle them.

The kindergarten doors are locked at 9.45am. If children arrive after 9.45am, they must ring the bell to be let in.

At the end of the kindergarten day, children must be collected at:

- 1.30pm if only staying for the morning
- 3.30pm, if staying for the whole day

The teacher letting the children go home must make sure:

- they know who each child is going home with
- they know when each child has left the premises
- that they keep children who have not been collected inside the building, call their parents and supervise them until they are collected. Parents must then come inside to collect them.

Updated August 2021

To be reviewed August 2022