



Kurralta Park Community Kindergarten

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QUALITY AREA 2: Safety - Each Child is Protected

Arrival and Departure Policy

4/11/2025

Purpose:

To ensure and encourage the safety of children, families, visitors and educators during arrival and departure at the Kurralta Park Community Kindergarten and to educate the community of appropriate procedures.

Legislative Requirements

National Quality Framework 2025 – National Law and Regulations Act 2011

Australian Workplace Safety Standards Act 2005

Work Health and Safety Regulations 2012

Occupational Health, Safety and Welfare (Safe Work SA) Amendment Act 2005

Who is affected by this policy?

Child

Families

Educators

Caregivers/Guardians/Volunteers

Visitors

Implementation

- The Nominated Supervisor, teachers and ECW sign children IN by taking a roll count at morning group time.
- An educator greets and receives the child on arrival to the Kurralta Park Community Kindergarten.
- A locker is made available to each child for their kindergarten bag. A sign is posted in all lockers with each child's name with a photograph.

Procedure:

Drop off – Ladybird and Butterfly groups

Morning Arrival

- The side gate opens at 8:45am. Families may enter the outdoor kindergarten area, apply sunscreen to their child, and enjoy the outdoor play yard and veranda.
- Parents/guardians must supervise their child on the grounds until 9:00am.
- From 9:00am, staff are on duty and parents/guardians may say goodbye and leave if they wish. Parents are welcome to stay in the outdoor area until 9:15am.
- At 9:15am, the bell will ring, and children will move inside. Please say a brief goodbye to support your child's smooth transition.

- The side gate will be locked around 9:30am for safety.

End of Day Collection

- Butterfly Group: Collect your child at 3:30pm outside the side gate.
- Ladybird Group: Collect your child at 3:30pm from the driveway.

Pick Up

- Please arrive at your allocated session time for drop off and pick up to support smooth operations for all children.
- If you are running late, please call the landline (8297 2340) so staff can reassure your child.
- If someone else is collecting your child or if your child needs to leave early, please send an SMS to the Kindy mobile (0447 310 783) in the morning. Early pick up is preferred before 3:00pm to avoid busy times.
- For late pick up, enter through the front door after informing staff by phone.

Absences

- Please SMS the Kindy mobile (0447 310 783) if your child will be away, including your child's name, length, and reason for absence. Notify us if your child is unwell, especially if it may be contagious.
- Do not call the Kindy mobile; it is for SMS only.
- If arriving late or picking up early, please call the landline (8297 2340).

Communication

- For questions or concerns, please speak with the Director or any staff member at any time.

These procedures are in place to ensure every child's wellbeing, smooth transitions, and a safe, supportive kindergarten environment in keeping with the National Quality Framework.

Approved and Checked by

POLICY REVIEWED BY STAFF AT MEETING DATED 15 August 2025 AND GOVERNING COUNCIL MEETING DATED 4 November 2025.
NEXT REVIEW IN November 2026