



Education and Training



Dear Families,

We have had many recent inquiries into arrival procedures concerning Preschool students. We would like to clarify pick up and drop off procedures.

Guidelines

For Drop Off:

Children in Kindergarten to Year 7 may be dropped off from 8.30am to the playground area outside the library where there is a teacher on duty. Preschool students, however, **can not** be dropped off until **9am** when class begins. Preschool students fall under different staffing ratios and regulations set by the Department of Education. Teachers do not have duty of care for **Preschool students** before **9am**. To ensure children's safety and wellbeing, a parent or an adult carer is required to stay with their preschool student until **9am** when the preschool student starts class with their teacher. The school library is open from 8.30 if parents wish to wait there with their child. Families and carers are most welcome to stay after 9am and spend time with their child in the classroom.

Due to the different staffing ratios for Preschool and school aged children, Before School Care at Harrison is available from Kindergarten only.

For Pick Up:

Preschool students can be collected from their classroom at the end of the day. All Preschool students must be picked up by an adult who is identified on the child's enrolment form. If you need to change arrangements please tell your class teacher and complete an authorisation to collect child form. Preschool students may only be collected by a responsible adult or, by arrangement with the Principal, a sibling/student who is in Year 7 or above.

Please Note:

If you need to pick your child up early or drop them off late, for safety reasons, you must sign them in or out at the front office. You will be given a coloured slip to give to the teacher when collecting/dropping off your child.

If you have any further questions, please do not hesitate to call on 6205 9555.

Kind Regards,
The Preschool Team