

Drop off and pick up procedure – COVIDsafe

Drop off procedure

- Ensure you are wearing a mask.
- Arrive at centre
- Progress to the first foyer and wait to be invited into second foyer.
- Sanitise your hands and your child's hands while waiting .
- Progress to second foyer when invited to by a staff member.
- If two staff members are present in the second foyer, two families may progress to commence temperature checks and sign in.
- A staff member will take your child's temperature with our forehead thermometer and as long as the temperature reads 37.5 degrees or below, the staff member will take your child to their room.
- If your child's temp reads 37.6 degrees or above, you must immediately take your child home. There is no flexibility with this.
- Drop off time is limited to 1 minute.
- You can call the centre throughout the day to talk to your child's educator in more length.

Pick up procedure

- Ensure you are wearing a mask.
- Please call ahead when you are 5 minutes away and our staff will bring your child up to the foyer for you to sign out and collect.
- Progress to the first foyer if nobody else is waiting.
- Sanitise your hands.
- Progress to the second foyer if nobody else is waiting.
- Collect your child and sign them out on the kiosk.
- Pick up time is limited to 1 minute.
- Further feedback will be given via Storypark and phone call.
- Please follow social distancing rules at all times.

Additional points

- If you do not call ahead, you will be asked to wait outside, even if nobody else is already waiting as other families may have already called and will be collecting their child before your child is ready. We cannot have a build up of waiting families in our foyer and hallway.
- Please call us when you are 5 minutes away, not 10 or 15. It is too difficult to manage different times for different families.
- If you forget your mask, please return to your car to collect it.
- We have placed crosses on the floor to show families where you need to stand in order to be following social distancing rules.
- We have placed signs in each space (first foyer, second foyer) to remind families how many people can be in each space at a time.
- We ask that families of older children not carry their child into the centre and hand their child to a staff member. We ask that older children walk in where possible to assist with social distancing.