

# Algester Primary School

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## PREP DROP OFF AND PICK UP PROCEDURES

Dear Parents / Caregivers of Prep students

It is recommended that Prep students be escorted by a responsible adult to and from their classroom each day for the first five weeks of Term 1. The following information outlines the processes for the remainder of the year:

### MORNING DROP OFF

It is recommended that an adult drops off Prep students to their classroom however if this is not possible then the following procedure takes place **if your child arrives prior to 8:45am:**

- ❖ Prep students who are at school before 8:30am sit quietly in the covered area near the Admin block (Indigenous mural side).
- ❖ At 8:30am a bell rings and Prep students will be asked to play at the junior under covered area (in between the Prep and Year 1 classrooms).
- ❖ If you drop your child off between 8:30am and 8:45am they are to walk to the junior under covered area.
- ❖ At 8:45am a bell rings which means students are to move to their classroom and line up.
- ❖ If you drop your child off at the drop off zone at 8:45 – 8:50am, they are allowed to walk straight to the classroom.
- ❖ School begins at 8:50am and this is when the teacher will open their door.
- ❖ It is important to arrive on time to allow your child and the rest of the class to settle into their morning routine without disruption.
- ❖ If your child arrives late (after 9:00am), please walk your child to the office to get a late slip. You will then need to walk your child to their classroom
- ❖ Please practice the morning drop off process with your child so they can learn the routine.
- ❖ As the year progresses, when parents and children feel comfortable and confident, teachers will encourage children to walk to and from the school gate independently if required.

### Please Note:

- If you are with your child, please wait outside the classroom until the teacher opens the door.
- Children booked in to before school care will continue with their usual routine.
- This process is the same procedure the Year 1 – 6 students follow.
- **There is no supervision before 8:50am if your child arrives early.**

### AFTERNOON PICK UP

Parents have the following choices:

- ❖ An appropriate adult to collect your child from the classroom or the Hall on a Monday after parade.
- ❖ An older sibling to collect their child from the classroom or the Hall on a Monday after parade.
- ❖ Prep students to be dismissed directly from the classroom to meet their parents at a designated place, or walk to the drop off zone. The drop off zone is supervised until 3:15pm.
- ❖ After school care will continue to collect students from the classroom as usual.

### Please Note:

- If you are running late, please phone the office and they will let the classroom teacher and child know.
- If there is a change in the usual arrangement, please inform the office or the teacher so we can ensure your child is picked up safely.

### LEAVING EARLY

There may be times when you need to pick up your child early. To do this you must sign your child out at the office before coming to the classroom to collect them. The office staff will give you a slip to give to the teacher.

Please see the Deputy Principal if you have any queries regarding this matter.

Yours faithfully

Lee Whatley  
Deputy Principal