

Pick Up and Drop Off Procedures

- We are committed to ensuring the safety of all adults during drop off and pick up times
- Our aim is to limit the number of adults physically present on the school site while also ensuring children who require support can be walked onto school grounds by parents/carers
- The drop off and pick up zone is a no parking zone. Parents/carers must stay with their car to use this zone.
- Please use only the entrances marked on the map and use the handsanitiser provided
- Always maintain 1.5 metre physical distancing. Staff members will remind adults.
- Educators will not be available to talk with parents/carers during drop off and pick up times without a prearranged appointment. Phone and email are the preferred methods of communication.



Preschool entrance only

Communities@Work Childcare entrance only

K-2 entrance only

Before and After School Care entrance only

Communities@Work Before and After School Care

Children need to be signed in and out of Before and After School Care by an adult

Drop Off and Pick Up

- Use the allocated entry point
- Maintain 1.5 metres physical distancing
- Do not enter the hall if there are more than 4 adults already occupying the foyer area
- If necessary, wait to enter the foyer area by standing on the ground markings
- Children will be transitioned from before school care to school at 9am supported by educators
- Children will be transitioned from school to after school care at 3pm supported by educators.

Communities@Work Childcare

Children need to be signed in and out childcare by an adult

Drop Off and Pick Up

- Use the allocated entry point
- Maintain 1.5 metres physical distancing
- Do not enter the foyer area if there are more than 4 adults occupying this space
- If necessary, wait to enter the foyer area by standing on the ground markings

Preschool

Parents/carers are kindly asked to not enter the preschool indoor spaces

We kindly request that only one parent/carer picks up/drops off a preschool child

Drop Off

- Arrive as closely to 9am as possible.
- Use the allocated entry point
- Maintain 1.5 metres physical distancing
- Line up outside each preschool classroom. Use the markings on the ground to ensure 1.5 metres physical distancing
- Please do not enter the preschool rooms. Educators will support children to enter the preschool room and unpack bags
- Please let your child's educator know if you need to enter the preschool room to support your child
- After 9.10am, please bring children to the front office to be signed in where they will be supported by school staff to walk to classrooms
- Siblings in K-2 should be taken to K-2 entrance point before proceeding to preschool

Pick Up

- We kindly request that 1 adult only collects a preschool child
- Use the allocated entry point and gather in the "Preschool Waiting Area" with 1.5 metres physical distancing
- Preschool children will be directed by educators to find adults.
- Leave preschool using the "Preschool Entrance point" only

K-2

Parents/carers are kindly asked to not enter the K-2 indoor spaces

Morning gathering has been cancelled until further notice. K-2 Children will not line up in courtyard areas, instead they will move directly to classrooms from Olive Playground/Before School Care at 9am.

Drop Off

- Arrive between 8.30am – 9.00am
- Use the allocated entry point
- The staff member at the entry point will support your child to enter the school grounds
- Supervision will be provided on Olive Playground from 8.30 – 9.00
- Children will transition to classrooms from Olive Playground at 9am
- After 9.10am, please bring children to the front office to be signed in where they will be supported by school staff to walk to classrooms.
- Please talk to the staff member at the entry point if you feel you need to enter the school grounds to support your child
- Siblings in preschool should be taken to preschool entrance point after dropping K-2 children

Pick Up

- Where possible, please wait for your child in the car park or out the front of the school
- Otherwise, please wait in the allocated waiting areas maintaining 1.5 metre physical distancing.
- Children will be walked to the front of the school at 3pm for collection from parents/carers OR handed over to parents at the waiting area