

Pick Up and Drop Off Procedures

- We are committed to ensuring the safety of all during drop off and pick up times
- Our aim is to limit the number of adults physically present on the school site. Educators will support our children to enter and exit the school grounds.
- If entering school grounds, please use only the entrances and exit points marked on the map, check in using the Check In Canberra app, wear a mask and use the hand sanitiser provided
- Always maintain 2 metre physical distancing. Staff members will remind adults.
- Our preferred method of communication is via email or phone. Google Meet conversations can be scheduled as required.
- The main entry to the school is locked. Please ring the doorbell and someone will assist you.



Comms@Work and Preschool entrance

Comms@Work Sign In/Out Desk

Comms@Work and Preschool exit

K-2 and OSHC exit

K-2 and OSHC entrance

OSHC Sign In/Sign Desk

Communities@Work Out of School Hours Care (OSHC)

Regulations require adults to sign children in and out of the service by an adult. We kindly ask that adults avoid entering the building.

Out of School Hours Care will run from the school hall

Drop Off and Pick Up

- Use the allocated entry and exit point
- Wear a mask
- Check in using the Check in Canberra App
- Maintain two metres physical distancing
- If necessary, wait to sign in/out 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 Education and Care

Regulations require adults to sign children in and out of the service. We kindly ask that adults avoid entering the building.

We kindly request that only one adult drops off/picks up child/ren

Drop Off and Pick Up

- Use the allocated entry and exit point
- Wear a mask
- Check in using the Check in Canberra App
- Maintain two metres physical distancing by standing on the ground markings
- If necessary, wait to sign in/out by standing on the ground markings

Preschool

We kindly ask that adults avoid entering the building.

We kindly request that only one adult picks up/drops off a preschool child to limit the amount of people onsite

Drop Off

- Arrive as closely to 9am as possible. Regulations require adults to hand children over to educators.
- Use the allocated entry and exit point
- Wear a mask and use the hand sanitiser provided
- Check in using the Check in Canberra App
- Wait outside in the preschool yard. Use the markings on the ground to ensure two metres physical distancing.
- If you arrive 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

- Arrive as closely to 3pm as possible. Regulations require educators to hand children over to authorised adults.
- Use the allocated entry point and gather in the "Preschool Waiting Area" with two metres physical distancing
- Leave preschool using the allocated exit point
- Preschool children should be collected before K-2 siblings. K-2 siblings will be supervised by educators at the K-2 exit.

Kindergarten to Year 2

Parents/carers are kindly asked to avoid entering school grounds

We kindly request that only one adult drops off/picks up child/ren to limit the amount of people onsite

Drop Off

- Arrive between 8.30am – 9.00am
- If possible, stay in your vehicle. The staff member at the entry point will support your child to enter the school grounds.
- If you leave your vehicle, please wear a mask, maintain at least two metres physical distance from other adults and check in using the Check in Canberra App
- 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
- Siblings in preschool should be taken to preschool entrance point after dropping K-2 children

Pick Up

- Where possible, please wait inside your vehicle either in the pick up and drop off zone or the car park.
- If you leave your vehicle, please wear a mask, maintain at least 2 metres physical distance from other adults and check in using the Check in Canberra App.
- Children will be walked to the front of the school at 3pm for collection from parents/carers. Children will be supported to walk to vehicles or handed over to the authorised adult.