



The Briars Special Early Learning Centre

Drop off & Pick up Policy

The children's Preschool day starts at 9am and finishes at 3pm.

The mornings are a vibrant and busy time as the children arrive.

9.00 am	Preschool opens
9.00 – 9.30 am	Staff welcome families into the centre. Children are encouraged to say hello, find their name tag and help unpack their bag, after which staff will support them to engage in the daily program.
After 9.30 am	To minimise distractions for the other children and the program, we ask Parents / Carers to kiss & drop their children at the front desk. A staff member will guide them into preschool and support them to say hello, find their name tag, unpack their bag and engage in the daily program.

In the afternoon many children anticipate and become increasingly anxious at the end of the day.

2.45 pm	All children are encouraged to join the group farewell activity to sing Goodbye Songs. To enable children to fully engage in this farewell routine we will not dismiss children between 2:45 – 3:00pm
3.00 pm	Office staff will greet families in the foyer and will call children strategically. Staff will assist the children to pack up and will help them meet their families in the foyer. To help reduce the anxiety of those children who are waiting to leave we ask for families to wait in the foyer, rather than the corridor. Pick up before 2:45pm must be arranged with office staff prior to collection. This will allow staff to prepare your child and have them ready whilst minimising interruption to other children and the program.

We encourage children to carry their own back packs to help them with a sensory prompt and develop independence. If the bag is too heavy you can provide support by holding the loop on the bag.

Diaries are an important part of communication between the family and The Briars. Please use diaries to convey important messages, family news or daily updates about your child. They can be collected from the front desk at the end of the day.