Shelley Public School

Monday 4th February, 2019

Dear Parents / Caregivers,

Afternoon Pick Up for Kindergarten Students

Welcome to Shelley Public School! This is an exciting time for your child – starting Kindergarten.

In the afternoon, it is very important that all children go home safely with their parents or caregivers. The following procedures are in place to allow Kindergarten students to be safely picked up by their parents or caregivers.

Students in KH (Mrs Hall) and KV (Miss Vesty)

The students in KH and KV will remain in their classroom at the end of the day and the teachers will be at the door to send the students to their parents or caregivers. We ask that parents and caregivers remain well back from the verandah/ramp and leave ample room for students to safely walk over to meet you. Please do not call for your child as the teachers will need to keep check of the students in their class.

Students in KA (Miss Vannitamby)

The students in KA will be brought out onto the balcony and the teacher will be at the top of the stairs to send the students to their parents or caregivers. We ask that parents and caregivers remain well back from the bottom of the stairs and leave ample room for students to safely walk over to meet you. Please do not come onto the balcony or call your child as the teacher will need to keep check of the students in their class.

Hadrian Avenue BLACKTOWN NSW 2148
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We ask that all parents complete the details on the back of this note and return it to the class teacher as soon as possible and no later than Friday 8th February. Please ensure that the teacher knows if you have arrangements for after school care. This will provide each teacher with accurate information for the safe dismissal of all students. Please also discuss these arrangements with your child.

If you know in advance that the pickup arrangements will be different on any day you can send a note to the teacher notifying them of any changes for that day.

A reminder that if a parent / carer is late to collect a student, they are to go to the Principal's office to wait. This is for emergency and urgent situations ONLY. It should not be assumed that students can be left in the office, until the parent / carer arrives on a regular basis. Where parents /carers are unable to arrive by 3pm, alternative arrangements must be made for after school care.

We understand that, at times, arrangements may need to change at the last minute, or parents may be running late. If this occurs, please contact the school as soon as possible **(before 2.30pm)** to inform the office staff of any changes for the day. They will inform the class teacher.
If you have a question or important information for your child's teacher, please wait until all children have been picked up before approaching.

Please return the Pick Up Arrangement note by Friday 8th February.

Thank you for your cooperation,

Jo-Ann Campion
Principal

Leanita Williams
Deputy Principal

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Afternoon Pick Up Arrangements

Please complete and return to the class teacher. (Please complete one form per student)

Name of student: _____ Class: _____

	NAME OF PERSON COLLECTING CHILD	RELATIONSHIP TO CHILD (e.g. mother, father, family friend)
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Other people who are allowed to collect my child include;

NAME	RELATIONSHIP TO CHILD

If for some reason you or the nominated person is unable to pick up your child from school please contact the school office to inform them of the person who will be collecting your child.

Name of person completing this form: _____

Signature: _____ Date: _____

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