



# **DROP OFF AND PICK UP PROCEDURES**

Welcome to Cradles Learning Centre! At Cradles Learning Centre, our drop off and pick-up procedures are designed to ensure the safety and security of all children in our care. Here's an outline of our process:

## **DROP-OFFS**

1. At Cradles Learning Centre, we accommodate early drop-offs for your convenience.
2. You are welcome to bring your child to our school as early as 7:00 am, which is 90 minutes prior to the start of the school day.
3. For the safety and security of each child, parents or authorized persons are required to personally accompany their child into our facility from street parking. Please refrain from having other parents or acquaintances escort your child into Cradles Learning Centre.
4. Where to Drop Off: Use our lobby, which is set up for your convenience.
5. On arrival, please sign your child in. This could be at the reception or through any electronic system we may have in place.
6. A member of our friendly staff will be there to greet you and your child. Please hand your child over to them.
7. Share Quick Updates: If there's anything important we need to know about your child for the day (e.g., mood, health concerns), this is a great time to share.
8. Once your child is with our staff, it's time to say your goodbyes. A quick and cheerful goodbye often works best!
9. If you're running late, please let us know as soon as possible.

## **PICK-UP**

1. We have a specific time window for afternoon pick-up, which we communicate to all parents/guardians. It's important for parents to adhere to these times to ensure a smooth and orderly process.

2. Children will be released only to individuals pre-authorized by parents or guardians. For an additional person to pick up a child, parents must notify staff via call or WhatsApp with the child's and pick-up person's full names. Identification may be required for verification. Without prior parental notification, staff will not release children.

3. Upon arrival, the authorized person must sign the child out, noting the time of pick-up. This record helps us keep track of all children and ensures their safety.

4. A staff member will personally bring the child to the pick-up area and ensure a safe handover to the authorized individual.

5. If a parent or authorized person is running late or if there are any changes in pick-up arrangements, we ask to be notified as soon as possible.

6. At pick-up, parents may receive a brief update on their child's day, including any important information or special occurrences.

7. For safety, we request that parents park in designated areas and accompany their child to and from the car. This minimizes the risk in the parking area.

By following these procedures, Cradles Learning Centre ensures a secure and efficient process in each instance, providing peace of mind for both parents and staff.