



John Scottus Primary & Pre-School

Drop-Off and Collection Procedures 2020

- We ask that parents arrive during their designated drop-off times. We ask that parents give themselves a little extra time for drop-off as there may be a need to queue and we want to avoid any pressure on you or your child at this time.
- We ask that parents and children remain on the path until our social distancing signage directs them off it.
- We ask that parents adhere to our social distancing signage.
- Parents must not climb the steps or enter the Primary and Pre-School building.
- Our teachers will make every endeavour to entice children in and facilitate a smooth drop-off.
- If your child is not ready to say goodbye when their teacher invites them in, we simply ask you to move to our wait spot to facilitate the next child entering.
- Our teachers will work closely with parents and children who are experiencing challenges during drop-off.
- We ask that once the child has been dropped-off/collected the parent leaves the area without delay.
- As always, if there is something you want to inform your teacher of, we ask that you email the teacher.
- As always, please inform your teacher the day before by email, if your child needs to be collected early or dropped-off late.
- We understand that younger siblings may need to accompany parents during drop-off/collection, however, we do ask that numbers are kept to a minimum.
- Where we make reference to parent throughout this document we understand that this may also be guardian/other authorised person [see Authorisation to Collect Children Policy].

Drop-Off procedure

Robins Play-Pod (Ms Griffin)

- Children arrive between 8.15 and 8.30 am.
- When passing our Swallow play-pod entrance we ask that parents and children remain on the path.
- The child waits safely with their parent adhering to our social distancing signage.
- Ms Griffin opens the Pre-School door and invites the child in.
- The parent brings their child to the bottom of the steps where they say goodbye. If a child is not ready to say goodbye at that time the parent and child move to the wait spot to facilitate the next child being welcomed.
- On entering the Pre-School, Ms Griffin greets the child warmly and openly.
- The child immediately washes their hands.
- The child takes off their coat and hangs it up and enters their play-pod.
- The parent leaves the area.

Swallow Play-Pod (Ms Dunne)

- Children arrive during their designate time (8.00 - 8.15 or 8.15 - 8.30 am).
- The child waits safely with their parent adhering to our social distancing signage.
- Miss Dunne opens the Pre-School door and invites the child in.
- The parent brings their child to the bottom of the steps where they say goodbye. If a child is not ready to say goodbye at that time the parent and child move to the wait spot to facilitate the next child being welcomed.
- On entering the Pre-School, Miss Dunne greets the child warmly and openly.
- The child immediately washes their hands.
- The child takes off their coat and hangs it up and enters their play-pod.
- The parent leaves the area.

Primary (Miss Dempsey)

- Children arrive between 8.00 and 8.15 am.
- When passing our Swallow play-pod entrance we ask that parents and children remain on the path.
- The child waits safely with their parent adhering to our social distancing signage.
- Miss Dempsey opens the Primary door and invites the child in.
- The parent brings their child to the bottom of the steps where they say goodbye. If a child is not ready to say goodbye at that time the parent and child move to the wait spot to facilitate the next child being welcomed.
- On entering the Primary, Miss Dempsey greets the child warmly and openly.
- The child immediately washes their hands.

- The child takes off their coat and hangs it up and enters their room.
- The parent leaves the area.

Collection procedure

Robins Play-Pod (Ms Griffin)

- The parent arrives at the designate collection time (1.15 - 1.30 pm)
- The parent waits for the child adhering to our social distancing signage.
- Ms Griffin opens the Pre-School door and says goodbye to the child.
- The child's parent meets their child at the bottom of the steps.
- Ms Griffin will have a very brief exchange with the parent and child e.g. 'Tom you'll have to tell Mum/Dad all about the fun you had in the mud kitchen today!'. If Ms Griffin has something more detailed to report from the day, she will email the parent.
- The parent and child leave the area.

Swallows Paly-Pod (Miss Dunne)

- The parent arrives at the designate collection time (1.00 - 1.15 or 1.15 - 1.30 pm)
- The parent waits for the child adhering to our social distancing signage.
- Miss Dunne opens the Pre-School door and says goodbye to the child.
- The child's parent meets their child at the bottom of the steps.
- Miss Dunne will have a very brief exchange with the parent and child e.g. 'Tom you'll have to tell Mum/Dad all about the fun you had in the mud kitchen today!'. If Miss Dunne has something more detailed to report from the day, she will email the parent.
- The parent and child leave the area.

Primary (Miss Dempsey)

- The parent arrives at the designate collection time (1.20 - 1.30 or 2.20 - 2.30 pm)
- When passing our Play-pod 1 and 2 entrance we ask that parents remain on the path.
- The parent waits for the child adhering to our social distancing signage.
- Miss Dempsey opens the Pre-School door and says goodbye to the child.
- The child's parent meets their child at the bottom of the steps.
- If Miss Dempsey has something to report from the day, she will email the parent.
- The parent and child leave the area.