Security pin code access
The centre's entrance is operated by a pin code. The aim is to allow safe entry for those authorized to access The Peter Toms Early Learning Centre (parents/guardians and staff). Parents/guardians will be given the pin code specific to their classroom and are asked to keep it confidential. The codes will change half yearly or if an issue arises requiring a change. Parents will be notified prior to change.

All visitors must ring the bell and be manually let into the centre by the Director or second in charge. It is important that we work together at making The Peter Toms Early Learning Centre safe and secure for all children, families and staff.

Operational Hours
3 Year Old Rooms: Full time enrolment Monday – Friday, 9am - 2.30pm.
Part time enrolment Monday, Tuesday & Thursday, 9am – 2.30pm.

4 Year Old Rooms: Full time only, Monday - Friday, 8.45am – 2.45pm.

Delivery and Collection Procedures
Drop off and pick up times are important moments in the day and we encourage being on time for arrival and pick up. It is important that they are not rushed, and are conducted in a calm and peaceful manner. We ask that parents/guardians ensure that adequate time is spent during these times to interact with their child in their play environments. It is most suitable when arriving at the centre, to settle your child into an activity of interest, greet all staff in the room and to say hello to the other children in the room. At pick up times, your child is likely to want to show you an activity of interest or tell you an important story from the day. These times are also important to speak with the classroom teacher, exchange information relating to your child’s program and be familiar with the occurrences throughout the day.

Signing in and out of the attendance book
When you arrive at the centre it is most important that you sign your son in. In each room there is an attendance book. Each day parents/guardians are required to sign in and out their children. Also, record the drop off/pick up time. Accurate daily attendance records are a Children’s Service Regulation (2009). Attendance records are also used in the event of centre evacuation.