

Are you picking up your child early?

Moonee Ponds West Primary School Early Dismissal Process

Parent/Carer or Emergency Contact to see the general office and state the child's name and class. The office staff will then call for your child to be sent to the office with their bag.



Parent/Carer or Emergency Contact to provide proof of identity to an office staff member to show that they are a parent/carer or emergency contact for the child they are picking up.



Student comes to the General Office and is electronically signed out through the Compass Kiosk.
(no classroom pickup)



Student is dismissed into the care of the parent or designated adult.

Early Dismissals can not be during the following times:

Lunch: 11.10am- 12.00pm

Recess: 2.00pm - 2.30pm



MOONEE PONDS WEST
PRIMARY SCHOOL