

Aldinga Community Kindergarten

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Child Collection Policy

Preamble

The staff at Aldinga Community Kindergarten believe that the arrival and departure of children to and from Kindergarten in a safe and timely manner is important for the wellbeing of children, families, care providers and staff. This policy clarifies the responsibilities and expectations of the Kindergarten.

- Children are unable to be left at Kindergarten until a minimum of 2 staff are present.
- Children who need to be at preschool prior to the commencement of a session (9.00am) need to be supervised by a parent/carer or booked in to the preschool's Before Kindy Care program. Cost for this service is \$2.50 and is to be paid on the day.
- Parents are asked to ensure that their child has been marked as present before leaving the Kindergarten.
- Parents are asked to be mindful of closing gates and doors as they enter and exit.
- If external gates are locked, access is available through the door on Butterworth Road – please ring the doorbell and wait till a staff member is able to open the door.
- If you are collecting your child early please ensure you inform a staff member before you leave so the child can be marked off the roll.
- From time to time we acknowledge that sometimes things are unavoidable which may cause you to be late. If this is the case please ring the Kindergarten 85565483 and we will continue to supervise your child until you are able to arrange for them to be collected.
- Parents are to provide a list of people authorized to collect their child at enrolment. All people must be aged 15 and above.
- If there is a custody order this is to be provided to Kindergarten on enrolment and any changes to this order during the year please inform the Director.
- Unless advised otherwise after 10 minutes the preschool will ring listed contacts beginning with priority 1 and continuing until successful or using all contact numbers.
- Should staff be unable to make arrangements for the child to be collected before 3.45pm the Department for child protection will be contacted.

Policy written; February 2015

Updated June 2018