

# Blakeview Preschool

## Delivery and collection of children policy



### **Purpose:**

In order for the preschool to function effectively children need to be dropped off and collected during our operating hours. They must be brought into the Preschool and collected by people authorised by the parent/ caregiver to do so.

### **Procedure:**

#### **Delivery of children**

- For safety reasons parents/ caregivers are asked to come into the preschool with their child to greet a staff member so that their arrival is noted.
- It is a legal requirement for parents to sign in their child on the sign in sheet, including the correct time of their arrival.

#### **Collection of children**

Parents/ caregivers/ authorised persons are required to personally come into the preschool to collect their child.

Staff will only dismiss children when their parent/caregiver/authorised person is there. Children will not be released into the care of others unless documented instructions are received from the child's parent/guardian in writing.

Please ensure to sign the sign out sheet on departure, including the time.

- A child will be dismissed by staff to parent/guardians written on the enrolment form or other authorised people
- A child will not be released by staff to anyone suspected of being under the influence of drugs or alcohol
- Children will not be released to older siblings unless they're of legal age and educators have had prior notification

#### **Authorised people**

- An authorised person is anyone given permission on the 'Emergency contacts including Authority to collect child' section of the Preschool Enrolment form completed by the enrolling parent
- It is the parents responsibility to keep the preschool informed of any changes to authorised people
- If someone not stated on the enrolment form is collecting the child, it is the parent's responsibility to inform staff of the person's name. Photo identification will be required
- Children will not be released until the person's identity is established and permission is given by parent/guardian
- If someone different is collecting a child the child's parent should verbally inform staff

**Late collection of children**

- Parents/caregivers are required to contact the preschool if they are going to be late. Children can become distressed when parents are running late and it is important to their wellbeing that they know their parents have contacted staff
- If a parent is likely to be more than 5 minutes late staff will request that parents arrange an alternative caregiver to collect their child. Preschool staff are not available to supervise children outside of preschool hours
- One verbal warning will be given prior to a late fee being imposed
- A late fee of \$5 will be charged for the first 5 minutes and \$2 per minute thereafter will be imposed if children are not collected by finish time. This payment will be due within 48 hours.

**Court orders**

- Any parent gaining a Court order or injunction against access of their spouse, ex-spouse or other adult must inform the preschool immediately and provide a copy of the Court Order
- Staff will not hand over a child to an adult where a Court Order prohibits that adult from contact with the child
- Staff will not be expected to put themselves at risk in the event that a parent becomes violent, threatening or aggressive
- Staff will attempt to discourage the non-custodial parent from taking the child while other staff members use the phone to discreetly call the Police.
- A parent whose details are included on the child's enrolment form will not be denied access to their child if the preschool does not have a copy of a Court Order

**Car parking**

Car parking is strictly for preschool staff only. Please observe the disabled park and leave it free for vehicles it's intended for. There is signed 15 minute parking available on Jamieson Road. Alternatively families can walk over from Blakeview Primary School. Please observe the local road rules and do not park on footpaths, no parking areas, or double park.

This policy will be reviewed every two years and revised when needed.

Endorsed: June 2019

Reviewed: 17<sup>th</sup> June 2022

To be reviewed: 2024