

## **DELIVERY AND COLLECTION OF CHILDREN**

1. Children must be brought into the Centre with an acknowledgement and greeting made between the parent/caregiver, child and staff.
2. Children must be collected at the end of the session with an acknowledgement and greeting between the parent/caregiver, child and staff.
3. Legally staff cannot allow children to leave unless the child is delivered into a parent/caregiver's care, or have their consent to send them with someone else.
4. Staff must be informed when a child is to be collected by another adult. This information must be written on the small white board on the locker bench.
5. Staff must be informed when a child is to be collected early.
6. For children who travel on School Buses, staff must be informed if a child will be collected from the Centre, instead of travelling on the School Bus.