



Delivery and Collection of Children Policy

Children must only be released to authorised nominees indicated in enrolment records.

Sites must keep records of children's attendance, including arrivals and departures, with the signature of the person responsible for verifying the accuracy of the record or the person collecting the child.

This policy/procedure is underpinned by the Department for Education's Acceptance & Refusal of Authorisations Policy and Attendance Recording Procedure for Preschools procedure. It outlines the process for recording a child's attendance at our Kindergarten, including their delivery and collection from the service.

The procedure describes the requirements services must follow under the:

- [Education and Early Childhood Services \(Registrations and Standards\) Act 2011, Schedule 1 Education and Care Services National Law \(South Australia\)](#)
- [Education and Care Services National Regulations](#)

Matters that require authorisation

The Education and Care Services National Regulations require parent authorisation to be provided in matters including collection of children from the service

Collection of children

This is included and authorised initially as part of the child's enrolment record or as amended at a later date.

- name of the child
- name of the parent of the child or the authorised nominee on the enrolment form providing authorisation
- name of the person(s) authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises
- relationship to the child of the persons authorised to collect the child from the premises
- signature of the person providing authorisation
- period of authorisation (dates from and to)
- date the authorisation is signed.

Attendance recording requirements

Preschool services must:

- collect enrolment data using the department's approved [preschool enrolment form \(PDF 488.4KB\)](#) or the relevant enrolment form (eg [occasional care enrolment form \(PDF 1.6MB\)](#))
- ensure that an accurate attendance record is maintained for each child, every day that a service is in operation
- collect and provide accurate attendance and enrolment data to fulfil the requirements of the department's resource allocation and national reporting processes
- manage enrolment and attendance through the department's Early Years System (EYS) or Education Management System (EMS)
- ensure a child recorded as attending the service only leaves the premises when:
 - given into the care of a parent or guardian of the child
 - given into the care of an authorised nominee named in the child's enrolment record
 - given into the care of a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child
 - taken on an excursion with written authorisation in accordance with [regulation 102\(4\)](#) and the [camps and excursions procedure](#)
 - transported by the service or transportation arranged by the service (other than as part of an excursion) with written authorisation in accordance [regulation 102D\(4\)](#) and the [safe transportation of children procedure \(PDF 197.3KB\)](#)
 - they require medical care
 - there is an emergency (including rehearsed emergency evacuations).

A parent or authorised nominee unknown to staff must provide proof of identification before the child is given into their care.

The attendance record

The attendance record will include:

- date of attendance
- full name of each child
- time of arrival (to be amended by exception if a child arrives after the session starting time)
- time of departure (to be amended by exception if a child leaves before the session finishes)
- the signature of the person who delivers and collects the child. The nominated supervisor or an educator may sign the child's arrival or departure time, where this has not been completed by a parent, guardian or authorised nominee.

The accuracy of the attendance record must be confirmed daily by the signature of either:

- the nominated supervisor
- an educator authorised by the director or principal.

The attendance record must include all children present in the service, at any time during operation.

Attendance records may be in a daily or weekly format, dependent on the size and complexity of a service. The attendance sheets available from the EYS or EMS are the required format for preschools to use to record children's attendances.

Attendance records are to be kept at a service for a 12-month period. After a period of 12 months, sites may seek off-site storage through the Records Management Unit, email education.recordsmanagementunit@sa.gov.au or continue to store the records on-site until disposal action is approved by the Records Management Unit. Refer to [records management](#) for further information.

Daily Procedure at Frieda Corpe Kindergarten

1. Parents/Caregivers are responsible for getting their child/children to and from kindergarten.

- Children should arrive at kindergarten for the commencement of the Kindergarten session at 8:25am and must be collected promptly at 3.30pm.
- Parents and caregivers need to sign their children in and out using the form in the designated area. This must be signed each time upon delivery and collection.
- If you arrive before 8:25am, parents/caregivers are welcome to stay in the outdoor area with their child once the gates are open.
- If children need to be collected before 3.30pm, the gate will be locked and you will need to call the kindergarten phone and an educator will let you in
- The child will only be given into the care of
 - (i) a parent of the child
 - (ii) an authorised nominee named in the child's enrolment record;
 - (iii) a person authorised by a parent or authorised nominee named in the child's enrolment record,
 - (iiii) a person nominated for that day to collect the child from the premises (this needs to be via a phone call or class dojo by the child's parent.)
- Parents/Caregivers are asked to inform the kindergarten staff by phone, or class dojo if their child will not be attending a session for whatever reason.
- If there is a difficulty with getting your child/children to kindergarten please speak to one of the staff
- If you cannot collect your child from kindergarten, please inform staff about who will be collecting your child. Please see the Director to make amendments to the form if needed. If possible, please introduce this person to staff so we are aware of whom they are. If this is not possible, this person will be required to show personal identification such as a drivers licence, and you may be contacted to confirm this collection.
- If a child is not collected by 4.00pm and all attempts to contact parent/caregivers and emergency contacts are exhausted, contact will be made with Department for Child protection, who will guide the appropriate site response

Related legislation

[Education and Early Childhood Services \(Registrations and Standards\) Act 2011](#) (Schedule 1 Education and Care Services National Law (South Australia))
[Education and Care Services National Regulations](#)

Related policies

[Admission procedure](#)
[Camps and excursions policy](#)
[Camps and excursions procedure](#)
[Medication management procedure](#)
[Preschool attendance recording procedure](#)
[Safe transportation of children policy \(PDF 144.2KB\)](#)
[Safe transportation of children procedure \(PDF 197.3KB\)](#)

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