

Drop Off and Collection of Children Policy

At drop off parents/caregivers are to sign their child in and ensure a staff member is aware of the child's arrival.

When dropping off children parents/caregivers must sign the child in by writing the "Time in" and recording their initials on the sign in sheet. When collecting a child they must record the "Time out" and initial before leaving the site. Any changes to the person collecting (parent/caregiver who dropped off is not collecting their child, early pick up etc.) are to be recorded in the "Notes" column provided on the sign in sheet.

No child will be allowed to leave the centre unless collected by the person recorded on the sign in sheet or an authorised person, unless prior arrangements have been made by the parent/caregiver with a staff member.

In the instance of a person collecting a child who has not been recorded on the sign in sheet or is not recorded on the "Authority to Collect Consent" a staff member will be required to call to gain oral consent from parent/caregiver before the child is to leave. Identification may be requested at collection.