



PROCEDURE – Delivery of Children & Collection of children

Rationale

At Klemzig Kindergarten and Occasional Care we believe that we provide a safe, success orientated and caring environment for children to learn in. Our goals are to ensure safety of the children and staff at all times, to provide efficient operation of the Centre, to ensure staff working conditions are maintained and to maintain the Centre's legal responsibilities.

Purpose

In order for the centre to function effectively, children attending the centre must be brought into the service and collected by people authorised on enrolment form by the parent/caregiver and need to be delivered and collected within the registered hours as detailed below: -

Kindergarten

Monday, Tuesday (Group A) 8:15am - 3:45pm

Thursday, Friday (Group B) 8:15am - 3:45pm

Occasional Care

Thursday and Friday 8:45am – 11:30am and 12.30pm – 3.15 pm

Delivery of Children

For safety reasons, parents/caregivers are asked to come into the service with their child to greet a staff member so that their arrival is noted, and adequate care and support is provided. Parents/caregivers/Authorised people are required to sign their child in on the attendance sheets provided. Educators can also sign the child in if needed.

Collection of Children

At the conclusion of the day parents/caregivers/authorised persons are required to personally come into the centre, sign their child out and 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 (on the attendance sheet) or a phone call is received from the child's parent/caregiver.

Parents are required to write the necessary details on the attendance sheet if someone else will be collecting their child. These authorised people are also required to sign the attendance sheet when collecting children.

Children will not be "handed over" by staff to anyone who presents or is in a state that indicates that their care for the child is unsafe.

Attendance Record (sign in sheet)

The attendance record will include date of attendance, full name of each child, time of arrival, time of departure, 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 the nominated supervisor an educator authorised by the site leader.

Authorised Persons

An authorised person is anyone given permission on the "Emergency Contacts" including "Authority to Collect the Child" section of the Preschool Enrolment Form completed by the enrolling parent.

Parents are responsible to inform staff of any changes to the authorised people.

If someone unknown to staff attempts to collect a child, and there is no record on the enrolment form, attendance sheet, the parent will be contacted, and permission sought before "handing over" the child. Children will not be released until the person's identify is established (including photo id) and permission is given from the parent/caregiver.

Late Collection of Children

Parents/Caregivers are required to contact the centre if they are going to be running more than 5 minutes late.

Children can become distressed when parents are running late and it is important to their wellbeing to know that parents have contacted the staff. **If parents are going to be late, alternative collection needs to be arranged.**

Additional fees may be charged for late pickup for Kindergarten and Occasional Care and external services may be called. **Consistently late collection of children, families will be invoiced at a flat fee rate of \$50 PLUS \$1 per minute.**

Education Director will be made aware of any continuous late pick up and mandatory notifications will be enacted as needed.

Court Orders

Parents are welcome to talk to staff at any time regarding custodial issues.

Any parent gaining a Court Order or injunction against the access of their spouse, ex-spouse or other adult to their child, must inform the preschool immediately and provide a copy of that Court Order.

Staff will not "hand over" a child to a parent or adult who has legally been denied access.

Staff will attempt to discourage the non-custodial parent from taking the child (an invacuation may be used) while another staff member uses the phone discretely to call the Police.

Upon arrival, the Police will be responsible for the offending adult while staff reassure the child and contact the custodial parent.

PLEASE NOTE THAT A PARENT WILL NOT BE DENIED ACCESS TO THEIR CHILD IF THE CENTRE DOES NOT HAVE A COPY OF THE CUSTODY ORDER