



Liberman Kindergarten

Delivery and Collection of Children Policy

Rationale:

To ensure the safe arrival and departure of children from kindergarten.

Links to Quality Standards:

2.2.1 Supervision - At all times reasonable precautions and adequate supervision ensure children are protected from harm and hazard

2.2.2 Incident and emergency management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

2.2.3 Child Protection - Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk

For the safety of all children our policy is:

- It is the responsibility of each parent / caregiver to bring their child to inside the building (not just past the gate). This ensures that educators are aware of children coming and going and that relevant information is passed on.
- Parents are asked to wait with their child before 9.00am as educators will be busy preparing for session. Educators are not responsible for your child before this time (unless previous arrangements have been made with a staff member.)
- It is the responsibility of each parent / caregiver to 'sign in' their child at the beginning of each session and 'sign out' at the end of each session.
- Children will be dismissed from the mat at the end of session to an approved adult. A child will not be released to an unauthorised adult or a child (e.g. sibling, cousin, etc).
- If you have arranged for somebody else to collect your child please notify an educator and your child of the arrangement. There is a comments section on the sign in sheet, please write details of arrangements in there as well as informing at least one educator verbally. Educators will ask to check the authorised adult's identification if the adult is unfamiliar to staff so please advise them to bring identification.
- If last minute arrangements are to be made it is the responsibility of the parent /primary caregiver to notify educators by phone to confirm this.

- In the event you are unavoidably delayed, please phone immediately, so that we are aware of the situation and we can reassure your child.
- If your child is not picked up within 10 minutes of end of session time, an educator will endeavour to contact you or your child's emergency contacts to arrange to pick up. If we are unable to contact you or an emergency contact before the kindergarten's closure time, CRISIS CARE CHILDREN'S CENTRE – 131 611 - will be contacted to enable safe pick up of your child.

SOURCED:

Families SA – Crisis Care 131 61

