



## **Collection and Delivery of children**

- ❖ Children can only be collected by a nominated person on the enrolment form, who is 18 years of age or over.
- ❖ Staff will not release children to anyone not on the nominated form. Please indicate when signing in who will collect child.
- ❖ Parents must inform the Children Centre in person if there are alterations to collection.
- ❖ Collection and delivery of children to Ceduna Area School will only occur for children travelling on school buses or attending After School Care, with prior notification.
- ❖ Children must be delivered to an appropriate adult, either the bus driver or ASC staff, all “handovers” are signed by person taking responsibility for the child.
- ❖ Children will be delivered to Possums on Fridays only when parents request and if there is room on the bus.
- ❖ Children may be delivered to Minya Bunhii when parents request this.
- ❖ Children who attend Pre-entry will be delivered to Crossways ELC only when requested by parents.
- ❖ Emergency situations will be considered individually and decisions made by the Director.

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