



Delivery and Collection of Children Guideline

Parent/Caregiver's are responsible for getting their child/children to and from kindergarten.

- Children need to arrive at kindergarten for their booked sessions at 8:15am and collected promptly at 3:00pm. 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 8:15am, we suggest that you have a play in the park (unless invited in by staff for various reasons such as bad weather), as staff are still preparing the play space and activities.
- If you pick your child up before 3:00pm please make sure that you say goodbye to an educator after you have signed your child out.
- The child may only be given into the care of
 1. A parent of the child
 2. An authorised nominee named in the child's enrolment record.
- Parents/Caregiver's are asked to inform the kindergarten staff by phone if their child will not be attending a session for whatever reason.
- If there is a difficulty with getting you child/children to the kindergarten please speak to one of the staff and the parents/caregiver's together will explore a solution to the difficulty.
- 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 enrolment form if needed. If possible, please introduce this person to staff so we are aware of who 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 YOUR CHILD IS NOT COLLECTED AT PICK UP TIME AND YOU OR YOUR EMERGENCY CONTACTS CANNOT BE REACHED, WE WILL CONTACT FAMILIES SA AND OR THE POLICE FROM WHERE YOU WILL BE REQUIRED TO GO AND COLLECT THEM FROM.

Kindergarten staff are responsible to work together with families to improve the percentage of children attending each session.

- We are required to collect enrolment data using the approved Preschool Enrolment form, and ensure that an accurate attendance record is maintained for each child, every day. This is to fulfil the requirements of the department resource allocation, such as staffing, and national reporting processes. This occurs through entry of data in the online Education Management System (EMS).

Attendance Records include:

- a) Full name of the child attending the service
- b) Date and time each child arrives
- c) Is signed in by one of the following
 - a. The person who delivers the child or collects the child
 - b. The nominated supervisor or an educator.
- Appropriate codes will be recorded to record absences, the follow up of irregular attendance will occur by working together with families to improve the attendance of their child/children.
- Records of child enrolments are kept by the kindergarten and archived once the child leaves the kindergarten.