

ARRIVAL AND COLLECTION PROCEDURE

Main Standards and Elements

Standard 2.3 **Each child is protected.**

Element 7.2.1 A statement of philosophy is developed and guides all aspects of the service's operations.

ARRIVAL

- ☐ Parent/carers fill in the sign-in book and escort their child into the kindergarten building. If in a hurry, they are expected to ensure a staff member knows that their child is present.
- ☐ The sign-in book is used for signing in and signing out. Missed signatures are highlighted for follow up.
- ☐ Parents/carers write the names of any changes to the collection person in the sign-in book on arrival or by phoning the kindergarten. This person needs to be one of the adults listed on the enrolment form or verbal permission from the key parent/carer needs to be provided to staff.
- ☐ Signs on the door and gates remind parents/carers to only let the children in their care through.

COLLECTION

- Parent/carers wait for the child's name to be said at dismissal time and, when possible, extra staff attends to parents/carers at dismissal time so that a child's safe delivery to their parent is further ensued.

EXTRA

- ☐ The importance of listing all adults allowed to collect children is emphasised on enrolment by director.
- ☐ The importance of providing Custody Orders is also emphasised.
- ☐ Parents/carers are reminded to update this information through the newsletter each term.