

Salisbury Kindergarten Arrival and Departure Policy

Salisbury Kindergarten has a duty of care to protect each child at our centre. To maintain a safe environment, we have systems in place for arrival and departure times.

Arrival

The daily sign in and out register will be used to determine who is present at the kindergarten each day & in case of emergencies.

Children are to be sighted by an educator before the parent or person responsible for the child leaves. This ensures that an educator is aware that your child has arrived and has been recorded on the daily register.

Departure

Parents are requested to arrive to collect their child/children by **3.30pm**. If they have not arrived by **3.30pm** they will be contacted. If we are unable to contact the parent and the child has not been collected, we will call alternative contacts as listed on the enrolment form to organise the collection of the child.

If parents wish to collect their child before 3:30pm, they must inform one of the educators before leaving the kindergarten so they can be signed out on the daily register.

Educators will only release children to an authorised person verified on the individual child's enrolment form. People listed as emergency contacts and person authorised to collect child the kindergarten, as per family's preferences submitted on their child's enrolment form, still need to provide photo identification when collecting for the first time.

[Families who are separated cannot deny another parent access to the child at the Service unless there is a court order in place.]

Parents are to advise their child's teacher/educator if someone different is picking up their child. In the case of an emergency, where the parent or a previously authorised contact is unable to collect the child, the parent or person responsible for the child (as listed on enrolment form as having a parenting role) may telephone the kindergarten and arrange an alternative person to pick up the child.

The Director will ensure that the authorised nominee pick-up list for each child is kept up to date. It is our policy that we do not allow anyone under the age of 16 to collect children.