



Collection and Delivery of children

- ❖ Children can only be collected by a nominated person on the enrolment form.
- ❖ 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.
- ❖ Children must be delivered to an appropriate adult, either the bus driver or ASC staff.
- ❖ Children will be delivered to Possums on Fridays only when parents request and if there is room on the bus.
- ❖ Emergency situations will be considered individually and decisions made by the Director.

Policy number	2
Policy accepted	11/4/18
Policy review	Term 1 2020