

SOMERTON PARK KINDERGARTEN
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Delivery and Collection of Children Policy

A condition of enrolment is that the child is required to participate fully in the education program arranged and approved by the enrolling kindergarten. This means attendance and participation at sessions the child is enrolled in. Regular attendance helps your child/children develop friendships, be successful in their learning and develop routines which are necessary in daily life.

Procedures

Arrival and departure of children at kindergarten

Children need to arrive at kindergarten between 8.15- 8.30 am. Children **are not to arrive before 8:15am** as the staff cannot assume duty of care until that time.

Parents or carers can collect children at 2.45pm at the end of the session. We understand that surrounding schools have different finish times and this can create difficulties for parents when collecting school and kindy children.

As we are still working with the children, we ask that you remain on the verandah and wait for one of our educators to open the door and send your child out to you.

We ask that you contact us if you will be late so that we can let your child know and reassure them.

Inform the kindergarten staff by phone if your child will not be attending a session for whatever reason.

If you cannot collect your child from kindergarten, please inform staff about who will be.

There is space on the sign in sheet for parents and carers to record the detail of who will be collecting their child on any given day if it is not the parent or carer.

Please keep in mind we are legally unable to release your child to anyone who is not authorised on the enrolment form.

Please see the Director to make amendments to the form if needed. If possible, please introduce this person to staff so we are aware of them. 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.

At the Directors discretion a late fee payment may be required. This has been set as \$5 then ongoing at \$2 per minute for every minute the child remains in the kindergartens care.

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's resource allocation, such as staffing, and national reporting processes. This occurs through entry of data on the online Early Years System (EYS).
- Appropriate codes will be used to record absences, and follow up irregular attendance will occur by working together with families to improve the attendance of their child/children.

Date approved by Governing Council: 28/7/2016

Date reviewed September 2018

Date reviewed September 2020

Times updated to reflect operating hours - 2021

Chairperson..... Director.....

Date Review Due: September 2022