



DELIVERY AND COLLECTION OF CHILDREN POLICY

Rationale:

To maintain safety of the children at the centre we need to ensure they arrive and exit the centre safely each day. We also need to ensure that an accurate attendance record is maintained for each individual child. Attendance recording is a mandated procedure under the operational policy framework.

Parent/ carer responsibilities:

- Parents/carers are responsible for getting their children to and from kindergarten each day and bring them in to the building to be greeted by staff.
- Parents/caregivers are responsible for signing their child in and out each day.
- Parents/carers are to provide the Kindergarten with any custody or restraining orders.
- Parents/carers must provide staff with emergency contact information.
- Parents/carers are responsible for keeping a sick child at home and notifying the kindergarten of a reason for absence particularly an infectious disease or infestation.
- Parents/carers are to inform staff if:
 - Their child will be absent
 - Any arrangements for the pickup of their child are changed and noted in the daily sign in book.
 - There are changes to their enrolment details, especially emergency contact information.
 - Children are to be collected at a time other than the normal dismissal time.

Staff Responsibilities:

- Staff will monitor each child's attendance and arrival and departure time in a daily record sheet, and Early Years Online Computer System.
- The attendance record will include: date of attendance, full name of each child, Time of arrival and Time of departure and the signature of the person who delivers or collects the child. An educator may sign the child's arrival or departure time, if there this has not been completed by a parent, guardian or authorised nominee. The attendance record will be signed daily to confirm the accuracy of the attendance record. The attendance record will include all children present in the service for whom the nominated supervisor is responsible, at any time during the services' operation.
- Collect and provide accurate attendance, and enrolment data to fulfil the requirements of the department's resource allocation and national reporting processes.
- Record in a roll book any information given by parents/carers about changes of arrangements for collection of children at the end of the session.

Children may only leave the premises if:

- The child is given in to the care of a parent of the child, or
- A person authorised by the parent to collect the child, or
- In accordance with the written authorisation of the child's parent or carer, named in the child's enrolment recorded to collect the child.
- Taken on an excursion and written authorisation has been obtained
- The child requires medical care
- In the event of an emergency (including rehearsed emergency evacuations).