

# **Surrey Downs Kindergarten and Occasional Care**

## **Delivery & Collection of Children - Procedures.**

(Abide by DECD Enrolment policy and Attendance policy and Child Protection regulations)

Which states

5.1.5 Preschool staff ensure a child, once in care, may only leave the premises if

- the child is given into 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 authorised nominee
- taken on an excursion and written authorisation in accordance
- with regulation 102 has been obtained
- the child requires medical care
- in the event of an emergency (including rehearsed emergency
- evacuations)

5.1.6 When a parent or authorised nominee is unknown to staff, then the identification and authorisation confirmation of the collecting person is to be determined prior to the child being given into their care.

Therefore we inform you that:

- Session times:  
Kindy: Wednesdays, Thursdays 9:00 - 3:00 (also Fridays 9-3 terms 3&4)  
Occasional Care: Tuesday: 9:00 – 11:45, Wed. and Thurs.: 9:00 – 11:45 and 12:30 – 3:15. These are the times that staff has Duty of Care – at other times parents / caregivers must be in attendance, unless otherwise negotiated.
- Parent/caregiver must notify Kindy of any alternative arrangements. Staff to write it in diary.
- Staff need to mark and sign Roll each day – noting changes in times of individual children (e.g. if N.. is picked up at 2:00 instead of 3:00, mark 2:00 on Roll.)

### **Delivering children**

- Parents/caregivers must ensure that a staff member is made aware that their child is present before leaving
- Parents/caregivers must tick their child in on the attendance sheet

### **Collection of children**

- Parent /caregiver to notify staff if they are collecting child
  - at Kindy – wait for staff to say “Goodbye” on the mat
- People collecting child – if they are unknown to staff must show Identification to staff.

Signed:.....(Director)      Date:.....

Signed:.....(Chairperson)      Date:.....