



Waikerie Children's Centre  
16 Marks Tce  
Waikerie SA 5330  
Ph: 8541 2692      Fax: 8541 3126

## SECURITY AND COLLECTION OF CHILDREN

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Security and collection is a matter of great importance to the staff, as well as to a parent. If you sometimes arrange for another person to deliver or pick up your child, please make sure that the following procedures are clearly understood.

**Childcare sessions:** Monday to Friday 7:45am to 12:45pm    12:45pm to 5:45pm

**Preschool sessions:** Monday to Thursday 8:30am to 11:30am    12:15pm to 3:15pm

1. All parents/caregivers are to record daily times in and out, as well as signing the Attendance Register alongside your child's name. This is a requirement of the National Quality Framework and the Department of Human Services which provides Child Care Subsidies. During times where parents are restricted on site, educators will sign children in and out.
2. Let staff know when you are ready to leave when bringing in and collecting your child. For safety reasons parents and carers are asked to come into the rooms with the child to greet staff and provide support and care when needed.
3. Only authorised persons nominated on the enrolment form may collect your child, unless you have advised the office/staff beforehand. Additional people may be added to your child's enrolment form at any time and it is important that phone numbers of contacts are kept up to date. If staff are unfamiliar with pickup person then identification such as a Driver's Licence will be required. Your child will not be released to unauthorised people.
4. Please make sure as you enter and leave that the doors and gates are securely closed.
5. At collection time in the preschool room children will be participating in a group experience. Childcare children may be engaged in a variety of experiences. Both rooms require parents of carers to come into the rooms to collect the child and sign them out unless there are restrictions in place.
6. The Centre must be notified of any relevant issues (e.g. custody orders). These will need to be sighted and recorded by the Director. It must be noted however, that the Centre cannot legally withhold a child from either parent unless a court order has been presented. Staff will not hand over a child to a parent or adult who has been legally denied access. Staff will attempt to discourage the non-custodial parent from taking the child while another member will discretely call the police. At no time will staff put themselves in danger and they will be awaiting police arrival to deal with the issue where possible. Until and upon police arrival, staff will care for the child and contact the custodial parent.
7. Late collection of children: Parents are required to call the centre if they are going to be late. Children become distressed when parents are running late and it is important to their

wellbeing when we can reassure them. Extra fees may be charged as per our fee policy if children are not collected on time.

8. Waikerie Children's Centre is not licensed to stay open after 6.00pm. If a child has not been collected by this time and an authorised person cannot be contacted, the situation will be referred to Crisis Care or the Police.
8. A child will not be handed over by staff to anyone suspected of being under the influence of alcohol or drugs.

**SOURCED FROM:**

Early Years Learning Framework  
National Quality Standards QA 2, 2011

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## ARRIVAL AND DEPARTURE

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On arrival we ask you to bring your child to a staff member in that child's area so that we can greet you. Please say "Goodbye" to your child even if this is difficult for you. It is important that your child knows that you are leaving and that you will return.

We are here to help you should you need help at separation time.

On arrival at the Centre please:

- ▢ Sign and record time of arrival in the attendance register in the childcare & preschool room. Preschool children will also use the interactive smartboard to register their name & a rollbook.
- ▢ Help your child to place their belongings in their locker.
- ▢ Leave a change of clothes and label all clothing.
- ▢ Hand any medication with pharmaceutical instructions to a staff member and sign the necessary forms.
- ▢ Make sure that all doors and gates are closed securely when entering or leaving.

On leaving the Centre please:

- ▢ Help your child collect their day's work and their belongings and any medication.
- ▢ Take your child to farewell a staff member
- ▢ Sign and record time of departure in the attendance register in the childcare room.

Preschool children will be farewelled at the end of the session by the teacher.

Signing of the Childcare Attendance Register is required by the Commonwealth Department of Human Services and failure to sign in and out will result in the withdrawal of Child Care Subsidies.

If you are going to be late collecting your child, PLEASE telephone the Centre. A late collection fee applies at the Director's discretion.