



AGNES GOODE KINDERGARTEN/OCCASIONAL CARE

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DELIVERY AND COLLECTION OF CHILDREN POLICY

Rationale

At Agnes Goode Kindergarten and Occasional Care we believe that we provide a safe, success orientated and caring environment for children to learn in. Our goals are to ensure safety of the children and staff at all times, to provide efficient operation of the Centre, to ensure staff working conditions are maintained and to maintain the Centre's legal responsibilities.

Purpose

In order for the centre to function effectively, children attending the centre need to be delivered and collected within the official opening hours as detailed below:-

Kindergarten

Monday to Thursday 8.45am – 3.30pm, Alt Fridays 8.45am – 11.45am

Occasional Care

Tuesdays and Wednesdays 9.00am – 12.00pm and 12.30pm – 3.30pm

Fridays 9.00am – 12.00pm

Children must be brought into the Centre and collected by people authorised by the parent/caregiver to do so.

Delivery of Children

For safety reasons, parents/caregivers are asked to come into the centre with their child to greet a staff member so that their arrival is noted and adequate care and support is provided. Parents/caregivers are required to sign their child in on the attendance sheets provided. Authorised people are also required to sign the attendance sheet when delivering children.

Collection of Children

At the conclusion of the day parents/caregivers/authorised persons are required to personally come into the centre and collect their child.

Staff will only dismiss children when their parent/caregiver/authorised person is there.

Children will not be released into the care of others unless documented instructions (on the attendance sheet) or a phone call is received from the child's parent/caregiver.

Parents are required to write the necessary details on the attendance sheet if someone else will be collecting their child. These authorised people are also required to sign the attendance sheet when collecting children.

A child will not be "handed over" by staff to anyone suspected of being under the influence of alcohol or drugs.

Authorised Persons

An authorised person is anyone given permission on the "Emergency Contacts" including "Authority to Collect the Child" section of the Preschool Enrolment Form completed by the enrolling parent.

Parents are responsible to inform staff of any changes to the authorised people.

If someone unknown to staff attempts to collect a child, and there is no record on the enrolment form, attendance sheet or in the Parent Communication Book, the parent will be contacted and permission sought before "handing over" the child. Children will not be released until the person's identity is established (including photo id) and permission is given from the parent/caregiver.

Late Collection of Children

Parents/Caregivers are required to contact the centre if they are going to be running more than 10 minutes late. Children can become distressed when parents are running late and it is important to their wellbeing to know that parents have contacted the staff.

If parents are going to be more than 15 minutes late, alternative collection needs to be arranged. Staff's work does not finish at 3.30pm when the children leave, staff may have external and internal meetings to attend to, preparation of learning programmes or documentation, assessing and reporting etc. It is difficult to achieve this if there are children still on the premises that need to be supervised.

Additional fees are charged for late pickup for Kindergarten and Occasional Care.

Court Orders

Parents are welcome to talk to staff at any time regarding custodial issues.

Any parent gaining a Court Order or injunction against the access of their spouse, ex-spouse or other adult to their child, must inform the preschool immediately and provide a copy of that Court Order.

Staff will not "hand over" a child to a parent or adult who has legally been denied access.

Staff will attempt to discourage the non-custodial parent from taking the child (an invacuation may be used) while another staff member uses the phone discretely to call the Police.

Upon arrival, the Police will be responsible for the offending adult while staff reassure the child and contact the custodial parent.

PLEASE NOTE THAT A PARENT WILL NOT BE DENIED ACCESS TO THEIR CHILD IF THE CENTRE DOES NOT HAVE A COPY OF THE CUSTODY ORDER

REVIEWED: TERM 1 2015

DATE FOR NEXT REVIEW: TERM 1 2016

AUTHORISED ON BEHALF OF GOVERNING COUNCIL: *K Wiseman, Director*