



Delivery and Collection of Children Policy

Policy Statement

We will provide a procedure for dropping off and picking up children, which is clear and ensures the safety and wellbeing of the children in our care. Parents are required to follow specific communication procedures to ensure we can provide appropriate care of their children.

Procedure

Delivery of Children:

- ★ Children are not to be left at the centre at any time prior to the opening hours of the centre.
- ★ On arrival the person bringing the child is responsible to sign the child in using the Ipad provided, recording the time of arrival.
- ★ Children are to place their belongings in the appropriate place.
- ★ Educators will be aware of each child's arrival at the service and exchange information with the person delivering the child such as who will be collecting the child.
- ★ If a child requires medication to be administered whilst at the service, the person delivering the child must document this in writing as per the services Management of Medical Conditions and Administration of Medication Policy.

Collection of Children:

- ★ Children must be collected by the closing time of the centre.
- ★ The authorised person who is collecting the child must sign the sign-out sheet next to the child's name, indicating time of departure.
- ★ The authorised person must ensure that a staff member is aware that they are taking the child from the centre.
- ★ The authorised person and children are to ensure that all belongings are collected.
- ★ Staff are to be notified if the person collecting the child is to be later than usual. The child will be notified to avoid any anxiety.
- ★ If the child is to be collected by anyone different than the name on the enrolment form, parents must have personally informed the co-ordinator/person in charge prior to pick up. This change should be

confirmed in writing by fax/email, if possible and the person picking up the child be asked to bring identification.

- ★ The names and contact numbers of all people authorised to collect the child must be included in the enrolment form. Any changes to these must be advised in writing to the centre as soon as possible.
- ★ The authorised person is required to give proof of identification to staff if they have not seen them previously.
- ★ The centre will not release the child to anyone who is not authorised without prior consent and in line with centre policy.
- ★ If there is an emergency and the parent or an authorised person cannot collect the child, the parent must personally ring the centre to let us know. The parent will be required to indicate who will collect the child, give a description and ask the person to provide the centre with proof of identity eg licence or Medicare card.
- ★ If the centre has not been notified and someone other than the parent or authorised person comes to collect the child, the centre will ring the parent to get his or her authorisation. The child will not be released from the centre until proper authorisation has been received.

Acknowledgement of Children's Arrival:

- ★ Educators will acknowledge children's arrival at the service during After School Care by recording the child's name and arrival time at the service.

Bus Arrival:

- ★ Parents/guardians must sign the After School Care authority on the enrolment form to allow staff to sign in children who arrive on buses from other schools for After School Care.
- ★ Staff will meet bus 6 at 3.35pm in the schools bus bay to collect children attending OSHC who are arriving from schools other than St Patrick's. If OSHC staff are unable to attend the bus pick up then school staff will collect the children and bring them to the OSHC hall.
- ★ It is the parent/guardians responsibility to organise with the children's school and also the bus company for the transport by bus to St Patrick's OSHC for After School Care.
- ★ If children are booked in to attend After School Care and fail to arrive on the bus, staff will contact the parent/guardian by phone to notify them. If the parent/guardian is unable to be contacted, then staff will attempt to contact the emergency contacts listed on the enrolment form, the child's school, the bus company and then the police until the child is located.

CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence
S165, 167, 170, 174 R85, 86, 87, 99, 157, 158, 160, 161,168, 176.	Standard 2.2 Elements 2.2.1, 2.2.2	<ul style="list-style-type: none"> - Enrolment and Orientation Policy - Administration of Medication Policy - Providing a Child Safe Environment Policy - Acceptance and Refusal of Authorisations Policy 	<ul style="list-style-type: none"> - Parent Handbook - Staff Handbook - My Time, Our Place. - Service newsletters/parent notices - Authorisation details on enrolment forms - Attendance records - Medication authorisation records

<p>Date Endorsed</p> <p>Date for review & Evaluation</p>
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