Delivery and Collection of Children Policy

For the safety of all children our policy is:

- It is the responsibility of each parent / caregiver to bring the child all the way into the centre. This ensures that staff are aware of children coming and going, and that relevant information is passed on.

- It is the responsibility of each parent / caregiver to ‘sign in’ their child at the beginning of each session and ‘sign out’ at the end of each session.

- Children will be dismissed from the mat at the end of session to an approved adult. A child will not be released to an unauthorised adult or a child (e.g. sibling, cousin, etc).

- Parents are asked to wait with their child before 9.00am as staff will be busy preparing for session.

- If you have arranged for somebody else to collect your child please notify staff and your child of the arrangement. There is a comments section on the sign in sheet, please write details of arrangements in there as well as informing at least one staff member verbally. Staff will ask to check the authorised adult’s identification if the adult is unfamiliar to them so please advise them to bring identification.

- In the event you are unavoidably delayed, please phone immediately, so that we are aware of the situation and may need to reassure your child.

- If your child is not picked up within 10 minutes of end of session time, a staff member will endeavour to contact you or your child’s emergency contacts to arrange to pick up. If we are unable to contact you or an emergency contact before the kindergarten’s closure time, CRISIS CARE CHILDREN’S CENTRE – 13 16 11 - will be contacted to enable safe pick up of your child.

REVIEWED:       June 2012
TO BE REVIEWED: June 2013
SOURCED:        Families SA – Crisis Care