

Delivery and Collection of Children Policy

1. SCOPE

This policy applies to all staff and families at the Centre and the Committee of Management.

2. POLICY AND PROCEDURES

The Centre is committed to the safety, wellbeing and adequate supervision of children at all times they are at the Pre-School, including times which may be beyond normal session times as a result of a late pick up.

3. PROCEDURES

Delivery of Children

- A child may be dropped off by a person who is listed on the child's Enrolment Form.
- The child MUST be signed in at time of delivery in the Attendance Book (eg: if a child is delivered later than the scheduled start time, the actual time of delivery must be recorded).
- A child must be delivered into the Pre-School room by the person delivering them (ie: not left in the foyer entrance).

Collection of children

- A child may only be picked up by a person who is listed on the child's Enrolment form.
- The child must be signed out in the Attendance Book at the time of collection.
- If an emergency arises and someone else will be picking up the child, verbal or written authorization must be given by the parent/guardian and the name placed on the Enrolment form as soon as possible.
- The Certified Supervisor may ask to see identification if appropriate.
- If a Custody Order exists this must be discussed with the Certified Supervisor as soon as this occurs and a copy must be produced and filed with the Child's Enrolment Form.

Late Collection of Children

- If a child has not been collected or contact from the parent made to the Centre 30 minutes after the completion of the session, the Certified Supervisor will try to telephone in the following order:
 1. Families.
 2. Emergency numbers.
 3. People listed on the Parent Stand In form.
- If no one can be contacted the Police and Community Services will be notified after 2 hours.

- If the Certified Supervisor and/or assistant need to leave at the end of the session, then a member or members of the Committee of Management will be notified to come to the Centre to stay with the child.
- If any costs are incurred, the Committee of Management may invoice the parent or care giver for out of pocket expenses.

4. KEY RESPONSIBILITIES AND AUTHORITIES

- The Committee of Management are responsible for ensuring that all families and staff are aware of this policy and that it is implemented within the Centre.
- The Centre Certified Supervisor is responsible for the day to day implementation of this policy.
- The Treasurer is responsible for invoicing and collecting any costs that may be incurred as a result of late collection.

5. IMPLEMENTATION RESOURCES

- Albert Park Pre-School Attendance Books
- Completed Enrolment Forms
- Phone numbers of the regional Department of Human Services.
- Phone numbers of the Committee of Management.
- Current emergency contact numbers for all children at the Centre.

6. RELEVANT LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- *Children, Youth and Families Act 2005* (Vic)
- *Education and Care Services National Law Act 2010*: Sections 167, 170
- *Education and Care Services National Regulations 2011*: Regulations 99, 168(2)(f)
- *Family Law Act 1975* (Cth)
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
 - Standard 2.3: Each child is protected