

Rostrevor Kindergarten

Arrival and Collection of Children

ARRIVAL AND COLLECTION OF CHILDREN Regulation 168

Definitions

Attendance record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, initial of person delivering and collecting the child or of the Nominated Supervisor(s) or educator (Regulation 158(1)).

Authorised nominee: (In relation to this policy) a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

Note:- Generally speaking the Rostrevor Kindergarten would require an authorised nominee to be over 18 years of age. In particular circumstances, a written application can be made to the Preschool to waive this requirement. Each case will be considered on its merits.

PROCEDURE:

Parents / guardians are requested to inform the Rostrevor Kindergarten if their child will be absent and provide an explanation for the absence. Staff will record the absence on the sign in sheet, with more specific confidential details being recorded in the attendance folder/diary, if necessary. If a child is absent and the Centre has not been notified, staff will record the absence and contact the family if the absence continues. Parents must sign the attendance form for their child upon arrival, and departure at the Preschool.

Children will not be allowed to participate in an excursion unless the required consent has been completed by the Parents/Guardians.

If there is a joint custody order for a child, both parents will be included on the enrolment form. If there is a sole custody order for a child, the custodial parent/guardian may still nominate the non-custodial parent(s) as being authorised to collect the child and indicate this on the enrolment form. If the noncustodial parent(s) have not been included on the enrolment form, special authorisation may be given by the custodial parent/guardian for the non-custodial parent(s) to collect their child.

If there is a Court order against a particular person having access to a child, a copy of the order must be provided by the parents/guardians for the Rostrevor Kindergarten records. In some cases, a recent photograph may be required to assist educators to identify that person. All staff will be notified of the relevant information. If the person with the order against them arrives at the Rostrevor Kindergarten, Police will be called. Staff will contact the custodial parent/guardian to inform them of the situation.

Procedure for a parent if a new person is to collect their child:

- The parent/guardian is responsible for advising a staff member of the person who will be collecting their child/ren and leave written details of the person who is to collect their child. The parent/guardian is responsible for advising the person collecting their child to bring photo identification.

Procedure for staff when an unfamiliar person is collecting a child:

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- Check the diary or sign in sheet to ensure that the parent/guardian has given approval for the person to collect their child.
- Check the person's photo identification before allowing the child to leave the Children's Centre.
- If the person has no photo identification, the parent / guardian will be phoned for their direction and advice.

Procedure in the event of a child not being collected

- Children must be collected from the Rostrevor Kindergarten by the end of their booked session.
- When children have not been collected by the end of their booked session and all effort has been made to contact parents/guardians and people nominated as emergency contacts on the child's enrolment form, staff are required to follow previous procedures.
- Notwithstanding the above, the late fee of \$1.00 per minute per child, will be applied, unless staff are notified earlier of an unforeseen event that delays the family.

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REVIEWED

TO BE REVIEWED: March 2020

SOURCED:

<http://www.acecqa.gov.au/national-quality-framework/national-law-and-regulations/national-regulations>

Child Protection Act 1993

Dept. of Families, Housing, Community Services and Indigenous Affairs

Families SA – Crisis Care

Associated Policies:

Enrolment Policy