

Early Learning Centre

Delivery and Collection of Children Policy



Rationale

It is the responsibility of staff and families to ensure the safe arrival and departure of students at the Early Learning Centre and the completion of statutory documentation. Practical and safe approaches will promote a smooth transition between home and the Early Learning Centre and confirms the student's presence or absence from the service. This ensures a child's safety and wellbeing for arrival and departure at the service is continuous.

Aim

To ensure the safe arrival and departure to and from the Early Learning Centre for all children and their families.

Implementation

To ensure the safety of all the children in the care of the Early Learning Centre, the following procedures apply to the arrival and departure of children each day;

Arrival/Departure

Families will:

- Sign child/ren in/out of Early Learning Centre each day.
- Notify Centre staff (verbal or written) if any other persons are collecting their child/ren on a given day. Staff will then communicate this within their team.
- Communicate any changes in routine or well-being to staff, including early pickup, medication and illness.
- Assist in unpacking child's belongings, including lunch box and drink bottle and hang up bag.
- Ensure that 'goodbyes' are said quickly and decisively as prolonging the event can often result in a tearful separation.

- Ensure they are on time to pick their child up as children can get quickly upset if parents are late.
- If running late, ring the school and communicate with office staff who will ring the message through to the Centre.
- Collect child's belongings and talk with educators about their child's day.
- Let staff know if there are any custody arrangements. Copies of court orders must be provided to the Centre before access by either parent is to be restricted.

Staff will:

- Greet families, find out any child's needs for the day and communicate this within their team.
- Support students to participate in activities on arrival and assist with separation from adults if needed.
- Mark roll and record student's absentees each day.
- Welcome families at the end of the day, communicate child's day and important messages including accidents, medication and general well-being of child.
- Ensure a responsible and authorised adult who is at least 18 years of age collects child. Staff will contact a parent/guardian if a discrepancy arises regarding the collection of their child/ren. A person who has not been authorised by a parent/guardian to collect a child will not be given access to the child. Staff may ask for identification from a person collecting a child. The child/ren will remain on the premises until a parent/guardian has been contacted and at least one qualified educator will remain with them until they have been collected.
- Remain with child/ren at the centre if parents/guardians run late. If parents are more than 30 minutes late to pick up child, the child/ren will be taken to School front office, where parents will be contacted and can be collected.

Custody and Access

Where a Court Order has been issued regarding custody and access to a child, this must be sighted and noted by the coordinator at the time of enrolment or issue (if it occurs later). A copy will be placed in child's file.

If a Court Order has not been obtained the centre has no legal right to withhold a child from a parent/guardian without a Court Order.

Any person who has been forbidden by a Court Order from having contact with a child attending the Centre;

-must not be given any information concerning that child.

-must not be allowed to enter the premises of the Centre.

-must not be permitted to collect the child from the Centre.

Relevant Legislation

- Children (Education and Care Services National Law) Act 2010: Section 165, 167
- Education and Care Services National Regulations 2011: 99, 158, 168(2)(f), 176

Links to National Quality Standard

- 2.3 Each child is protected
- 2.3.1 Children are adequately supervised at all times.
- 2.3.2 Every reasonable precaution is taken to protect children from harm or any hazard likely to cause injury.
- 2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
- 7.3 Administrative systems enables the effective management of a quality service.
- 7.3.2 Administrative systems are established and maintained to ensure the effective operation of the service.
- 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

Policy Reviewed: _____

Next Review: _____

