



Delivery and Collection of Children Policy

Policy Number: 5

Date Updated: 27/07/2017

Rationale and Policy Considerations

All children have the right to experience quality care in an environment which provides for their health and safety. The Education and Care Services National Law (WA) Act 2012 requires that approved provider/nominated supervisor/coordinators take reasonable care to protect children from foreseeable risk of harm. Ensuring that children are only released to authorised persons is a key aspect of children's safety.

Legislation and Government Requirements

- **State/Territory laws relating to child protection**
- Education and Care Services National Law (WA) Act 2012
- Education and Care Services National Regulations 2012

Needs

Children's

Arrival and departure routines to be relaxed and happy and transitions from the service to home protect the child's wellbeing.

Families'

Delivery and collection of their child to be stress free and provide reassurance that their child will be safe and not be released to unauthorised people; clear late pick up procedures; understanding if they are unavoidably delayed.

Educator

Time to discuss matters with families at the beginning and end of the day; clear guidelines to follow in the event that a child is not collected when expected; their own commitments after normal work hours not to be compromised; overtime pay.

Management

Parents to take responsibility for their child and not to misuse the services offered by the service; dependable staff; support from relevant agencies and departments

Scope

This policy applies to the Educators and families of Merino Court Childcare Centre.

Policy Statement

The education and care service ensures that the attendance of all children enrolled in the service is accurately recorded in accordance with regulatory and government guidelines. Families are required to personally deliver and collect their children, or arrange with the service for an authorised person to do so. The service's procedures for delivery and collection must be followed in every instance, to ensure the safety and wellbeing of children at all times.

The service will ensure the protection of children not collected by closing time. Families are expected to abide by service hours, except in an extreme emergency. The service is unable to provide care to children after hours on a regular basis.

Policy Principles

- Children need to be collected before closing time at 6:30pm. Children not collected before this time will be charged the full cost of staff overtime rates up to the next fifteen minute block. Children cannot arrive at the centre before 6:30am.
- The centre has a keypad entry system for parents and a doorbell for other contacts and visitors. The code is for parents only and is not to be handed to children. It is important that this is adhered to so that we can monitor people coming into the centre for the safety of the children.



Arrival

- On arrival, children need to be signed-in in the appropriate book. This is a Licensing requirement and as such, families who continually forget to sign their child in or out, risk losing their childcare benefit for those days and could be liable to pay full fees.
- Bags are placed in the lockers or on the hooks.
- Children need to be handed over to the correct staff in their room and any messages passed on. Children are not to be left in the foyer.
- Medication and appropriate forms need to be filled in and handed to staff.
- All medications need to be handed to a staff member so that they can be stored properly.
- Please make sure you say goodbye to your child to avoid any unnecessary distress on their part.
- Leave via the front door and drive slowly out of the premises.

Attendance records

- Accurate attendance records will be kept and checked each day.
- The enrolling parent/guardian or authorised person who brings the child to the service or collects the child from the service must sign/initial the child's times of arrival and departure.
- When a child arrives at the service unaccompanied by the parent (e.g. where a child is collected after attending school) educators/staff will note the time of arrival or departure.
- If a child does not attend for any reason the service will enter absent on the attendance record and the parent/guardian must verify the absence by signing/initialing the attendance record.

Departure

- At collection time; sign your child out, check your pigeonhole for any information and read the day book relevant to your child.
- Indicate to staff that you are taking your child so they can pass on any messages.
- Only those listed on the enrolment forms are able to collect children. If you require someone else to collect your child, you will need to ring beforehand and give his or her name and address. On arrival, the nominated person will need to provide an acceptable form of identification.
- If the service has not been notified and someone other than the enrolling parent/guardian arrives to collect the child the nominated supervisor/educator will contact the enrolling parent/guardian to obtain their authorisation. The child will not be released until the enrolling parent/guardian's authorisation has been obtained.
- It is our duty of care to ensure that all children leave in a safe manner. Parents who appear to be under the influence of drugs or alcohol will be asked to arrange another person to collect their child.

Authorisation for collecting children

- The names and contact numbers of all persons authorised to collect children from the service must be included on the **Enrolment Form**. Any changes to these authorities must be advised in writing to the service by the enrolling parent/guardian as soon as possible.

Car Safety

- All children are required to wear seatbelts when travelling in cars. Children up to six months will be in a rearward facing child restraint or capsule, children up to four will sit in approved toddler restraint with an inbuilt harness while children between four and seven will sit in a high backed booster seat as per current legislation.
- Merino Court, Southdown and Corriedale Streets are all 50km/hour zones. Please respect this and drive accordingly as we are located in a residential area. There is a 5km/hour speed limit on the premises to protect the children who are unaware of road safety.
- It is strongly recommended that children are not to be left unattended in the car as this is both a safety and health hazard.
- Merino Court is a smoke free zone. Parents and staff are required to not smoke on the premises at all. This includes your cars as you approach the centre. Current research shows that smoking indoors while around children is the same as the child smoking. Please consider your children before lighting up. Thank you.

Late Collection

- The services hours of opening are clearly displayed at the entry to the service.
- If a parent/guardian becomes unavoidably detained and expects to be late collecting their child/ren, arrangements must be made by the parent for another person to collect their child before closing time.
- Where a parent has not arrived by 6.15pm, or communicated that they will be late, staff will begin ringing the emergency contacts on the enrolment form.
- If no response by 6.30pm, staff will contact Crisis Care on 9223 1111. Crisis Care staff will be asked to take responsibility for the children. This may also involve the police.
- Families are required to plan their day in order to ensure they are at the service prior to closing time. Educators may need time to give parents/guardians information about their child's day. Educators also have evening commitments they wish to fulfill.
- When a parent/guardian is continually and regularly late arriving at the service to collect their child, the nominated supervisor/coordinator/educator will discuss other child care options with the family.

Related Documents

Education and Care Services National Law Act 2010(Vic) - Section 3(2)(a); 165; 167; 175; 189

Education and Care Services National Regulations: 99; 158 - 159; 168 (2)(f); 176

National Quality Standard for Early Childhood Education and Care and School Age Care (Nov 2010) - Standard 2.3; Element 2.3.1; Element 2.3.2.

Early Years Learning Framework for Australia - Practice: Holistic approaches; Responsiveness to children - Outcomes: 3

Framework for School Age Care in Australia - Practice: Holistic approaches; Collaboration with children - Outcomes: 3

Attendance record

[Authority to Administer or Self Administer Medication Form](#)

[Enrolment Form](#)

[Grievance procedures](#)

[Late Collection Action Plan](#)

[Late Collection Form](#)

[Orientation checklists](#)

Links to other policies

[Accidents, Emergencies and First Aid](#)

[Confidentiality and Privacy](#)

[Enrolment and Orientation](#)

[Equal Opportunity](#)

[Establishing a Protective Environment](#)

[Excursions and Transport](#)

- Grievances and Complaints Management
- Health, Hygiene and Infection Control
- Illness
- Medications and Medical Conditions
- Partnerships and Communication with Families
- Payment of Fees
- Records Management
- Supervision

Sources

www.pscalliance.org.au

Further Sources

DEEWR Child Care Service Handbook 2011 - 2012;

Section 4.6 - Recording attendance

Section 4.7 - Who is responsible for ensuring that attendance records are kept?

Section 4.8 - Absences from care

Section 5.5 - Key obligations imposed on approved child care services under family assistance law

Section 6.5 - What are my services responsibilities to parents?

Section 10 - Reporting attendance information

Section 13 - Absences from child care

- Retrieved 20 March 2011, from www.deewr.gov.au

Shaw, M - Developing and implementing your service's child protection policy - extract from *Putting Children First*, the Newsletter of the National Childcare Accreditation Council - Issue 36, December 2010

Tansey, S - Supervision in children's services - extract from *Putting Children First*, the Newsletter of the National Childcare Accreditation Council - Issue 15, September 2005

Document History

Version	Date updated
Delivery and Collection of Children Policy	27/07/2017