



# NARNIA EARLY LEARNING

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

## DELIVERY AND COLLECTION OF CHILDREN

### **AIM:**

To ensure all parents are aware of the procedures for dropping off and picking up students from the Centre as well as being aware of the operating hours.

It is the responsibility of staff and families to ensure the safe arrival and departure of children at the education and care setting and the completion of statutory documentation. Practical and safe approaches will promote a smooth transition between home and the centre, ensure the completion of the required records for the claiming of the Commonwealth Child Care Subsidy in long day care services and confirms children's presence or absence from the service. This ensures a child's arrival and departure at the service continues their safe care and custody

### **EXPLANATION:**

Young children need to always be under the direct supervision of a responsible adult to ensure their safety and well-being.

### **CENTRE LICENCED HOURS:**

Monday, Tuesday, Wednesday, Thursday, Friday

Hours: 7.30am – 5.30pm (Waratah and Gosford)

7.00am – 5.30pm (Port Stephens)

8.00am – 4.00pm (Cessnock, Young Parents Waratah and Young Parents Wyong)

Open 48 weeks per year

### **IMPLEMENTATION:**

- It is the parent's responsibility to bring children into the Centre on arrival and collect from the Centre. Please make sure staff have received your child before you leave in the mornings.
- Children will remain the responsibility of Parents whilst they are on the education and care premises.
- If a parent is limited in entering the Centre due to physical mobility, staff should be informed and where possible, will receive the child at the gate or drop off zone.
- Parents must sign the attendance register on arrival and departure from the centre. They must include time of arrival and departure as well as any additional information needed for the day.
- Only nominated adults (as stated on the enrolment form) with written notification can collect students from the centre. If a different adult is required to pick up a letter must be given to the centre staff prior to the collection of the child. Staff will not release students to unauthorized persons.
- Educators and staff will always act in the interest of safety for the child, themselves and other children in the care and education service.  
It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances
- Any person under 18 years of age will not be permitted to collect children unless parents have provided written approval.
- Parents must notify the Administration Officer or Responsible Person of any changes to information given on the enrolment form such as change of address, phone number, mobile number, authorised persons, emergency contact and work place.

- Staff ensure there are no children left on the premises before they leave each day by checking the sign in / out book and in all areas of the Centre and verifying this on the sign in sheets.
- Both parents have lawful authority of their children and are consequently permitted to collect children from the Centre's care unless a magistrates court or family law court make different orders prohibiting contact with the child. Court orders must be provided to the service and will be stored with the child's enrolment information.

### **ARRIVAL AND DEPARTURE - the experience for the child and family**

Educators and staff will:

1. On orientation and on the first day of enrolment, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that sign on sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
2. Greet families and find out about the child's needs for the day.
3. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
4. Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.
5. Deem if a person collecting a child is considered unfit
  - If the person collecting the child appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to take responsibility for the child, the staff are to bring the matter to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present.
  - Staff are to suggest that they contact the other parent or emergency numbers from the enrolment form to inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorised person, staff are to inform the police of the circumstances, the persons' name and vehicle registration number.
  - Staff cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.

Families/family member will:

1. Communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorized adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child.

2. Be responsible for the welfare of their school-aged children.  
Where possible school-aged children will remain with adults while collecting and dropping off younger children.

School-aged children on the premises will be asked to: -

- a. Avoid climbing fences and gates;
- b. Avoid running and climbing onto equipment, inciting the pre-school children to follow;
- c. Speak quietly
- d. Avoid bringing toys/materials into the pre-school which could be dangerous to small children.

Parents will be asked (as necessary) to encourage their school-aged children to treat the pre-school children, equipment and materials with respect.

### **EVALUATION**

Arrival and departure times encourage families to interact in the environment, build relationships, open communication networks and ensure the safety of children when being delivered and collected from the service.

*This policy links to the following:*

*National Quality Standards: 2.3.1, 2.3.2, 2.3.3, 2.3.4*

*Education and Care Service National Regulations 2011: 99, 158, 165, 167, 168 (2)(f), 176*

*Children and Young Person (Care and Protection) Act 1998*