DELIVERY AND COLLECTION OF CHILDREN PROCEDURE

Link to National Quality Standard

2.3 Each child is protected.
6.1.1 There is an effective enrolment and orientation process for families.
7.3.1 Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.

Procedure:

1. Enrolment information must be provided on current approved enrolment forms before children are able to attend preschool or childcare.
2. The names and contact numbers of collection authorities and emergency contacts are to be listed on each child’s enrolment form.
3. The preschool attendance roll will be marked at the beginning of each preschool session.
4. Children attending childcare must be signed in upon arrival at the centre and signed out by a parent / collection authority.
5. Children attending After School Care arrive by school bus and will be signed in by a staff member and signed out by a parent / collection authority.
6. Accurate preschool attendance data will be provided to DECD for resourcing and reporting purposes.
7. Preschool attendance must be recorded on an EYS form and will include:
   a. Date of attendance
   b. Full name of each child
   c. Time of arrival (to be amended if a child arrives after the session starting time)
   d. Time of departure (to be amended if a child departs before the session finishes)
   e. A daily staff member signature
8. Once on site, children may only leave the premises if:
   a. The child is given into the care of a parent of the child, or
   b. The child is given into the care of a collection authority listed on the child’s enrolment form, or
   c. The child is given into the care of a person for whom written authorization from the child’s parent has been provided, or
   d. The child is taken on an excursion and written consent has been obtained, or
   e. The child requires medical care, or
   f. An emergency situation (including a rehearsed emergency evacuation) arises, or
   g. School bus travel (preschool children only) has been arranged through Jamestown Community School and staff have been notified of these arrangements.
9. When a person arriving to collect a child is unknown to staff, the parent / caregiver will be contacted so the identification and authorization of the collecting person can be confirmed prior to the child being given into their care.
10. If a child is not collected at the end of a preschool session, they will be transferred to childcare and appropriate fees will be charged.
11. Attendance records will be stored securely at the centre.
12. The centre must be notified of any court orders at enrolment or when they arise.
13. The centre must be notified if there is a restriction of access in place.
   a. All reasonable precautions will be taken to ensure only the residential parent can collect the child.
   b. A description and photo of the non-residential parent must be supplied to the centre for identification purposes.
14. If the unauthorized parent arrives to collect his / her child, staff will instruct the unauthorized parent that:
   a. There is a legal document in place
   b. The issue cannot be discussed
   c. That he/she must leave or the police will be called
15. Staff may not prevent a parent accessing the child if there is no legal documentation.
16. In the event of a threat to staff / children, the police and the residential parent will be called immediately.