Introduction
The Children’s Services Regulations 2009 requires that the proprietor provides information about the arrangements for the delivery and collection of children at all times the service is open for the care and/or education of children. The Children’s Services Act s27 requires the service to provide adequate supervision at all times.

The Family Assistance Office requires parent/guardians sign their children in and out on each day of their attendance to verify claims for childcare benefit.

Our Commitment
Robina Scott Kindergarten is committed to:

• providing safe and orderly delivery and collection of children in our care;
• encouraging families to deliver and collect their children on time;
• recouping all additional costs incurred due to the late collection of a child, by the imposition of a late collection fee; and,
• complying with all legislative requirements.

Purpose
The purpose of the Delivery and Collection of Children Policy is to:

• provide clear guidelines to all members of the Robina Scott Kindergarten (RSK) in relation to their responsibilities in relation to the delivery and collection of children at the service;
• ensure that adequate supervision of all children at the RSK is maintained at all times.

Procedures
Kindergarten:
The collection time of children has been identified as a “peak time” where accidents or incidents are likely to occur. It is a time for changeover of educators and busy with parents coming in, often with siblings, and educator can be distracted.

The procedure for collection at the end of the session is as follows:

Then while the Kindergarten teacher dismisses children from the mat area when their parent/guardian arrives, the co-worker is to be positioned at the exit door. It is her responsibility to ensure that children leave in an orderly fashion accompanied by their parent or guardian.

Parents who wish to talk to educators are asked to wait until all the children have been collected.
Responsibilities

The parents/guardians are responsible for:

- ensuring that they sign the attendance book (with the delivery time) in the child’s room when delivering the child/ren to the service;
- ensuring that on collection, children are signed out. At this point the child/ren are once again the responsibility of the parent/guardian;
- ensuring that they supervise any child in their care if they are on the premises prior to the commencement of a program and also if they remain on the premises after a program has concluded; and,
- ensuring that they supervise any child/ren who have accompanied them to RSK but are not enrolled at RSK.

The educators is responsible for ensuring that:

- they supervise the delivery and collection of children, particularly at “peak times”, to ensure the safety of children;
- they are responsible for monitoring this daily delivery and collection of children, and ensuring that the record is accurate at all times. Educators must sign children in/out if it has not been done, but obtain parent/guardian signature verification at the earliest opportunity; and,
- they will only release a child to the parent/guardian or a person authorised to collect the child. If an educator is concerned that releasing a child to the person collecting the child could put the child at risk, they will seek an opinion from another educator, Service Coordinator and/or Committee of Management member before making a decision.

The Service Coordinator is responsible for ensuring that:

- RSK will provide an attendance register for each group in which parents/guardians will sign in their child/ren on their delivery to the service and list the time of delivery. They will use the same register to sign the children out noting the time of collection.

Reference:

KPV: Kinder Works 2006
Children’s Services Act 1996
Children’s Services Regulations 2009

Authorisation

This policy was adopted by the Robina Scott Kindergarten Committee of Management at the committee meeting on 22/10/2014

Review date

This policy shall be reviewed in October 2014 (or earlier as required).