

Policy statement.

We aim to provide a procedure for dropping off and picking up children, which is clear and ensures the safety and well-being of the children in our care. Parents are required to follow specific communication procedures to ensure we can provide appropriate care of their children

Considerations.

National Standards Section 5.3 (Maintenance of records)

Custodial requirements.

Procedure.

Dropping off

- * Children are not to be left at the centre at any time prior to the opening hours of the centre.
- * On arrival, the person bringing the child to the centre is responsible for signing the child in on the sign-in sheet next to the child's name, indicating time of arrival.
- * Any points of information are to be recorded in the diary, such as any particular requirements for the day or any changes to whom will collect the child.
- * Children are to place their belongings in the appropriate place.
- * The person dropping the child off must ensure that a staff member is aware of the child's presence before leaving the centre, and that any special needs are communicated.
- * Should a child require medication of any kind, parents must complete the medication form.

Picking up of children

- * Children must be collected by the closing time of the centre by an authorised person who must sign the sign-out sheet next to the child's name, indicating the time of departure. A staff member must be made aware that the child is being taken from the centre.
- * Children who have written permission by their parent/guardian to leave the centre by themselves will be signed out by the Coordinator/Supervisor at the agreed time.
- * The authorised person and children are to ensure that all belongings are collected.
- * Staff are to be notified if the person collecting the child is to be later than usual. The child will be notified to avoid any anxiety.
- * If the child is to be collected by anyone different than the name on the enrolment form, parents must personally inform the appropriate staff member prior to pick up. This change should be confirmed in writing by fax or e-mail if possible. Phone calls will be recorded in the diary by centre staff. The person picking up the child will be asked to produce identification.
- * The names and contact numbers of all people authorised to collect the child must be included on the enrolment form. Any changes to these must be advised in writing to the centre as soon as possible.
- * The authorised person is required to give proof of identification to staff if they have not seen them previously.
- * The centre will not release the child to anyone who is not authorised without prior consent and in line with the centre policy.
- * If there is an emergency and the parent or an authorised person cannot collect the child, the parent must advise the centre personally. The parent will be required to indicate who will collect the child, give a description and ask the person to provide the centre with proof of identity.
- * If the centre has not been notified and someone other than the parent or authorised person comes to collect the child, the centre will ring the parent to get his or her authorisation. The child will not be released from the centre until proper authorisation has been received.
- * In extreme cases where a child has not been collected within an hour after centre closing time and all authorised contacts have been called with no response; the two remaining staff members will take the child/ren to the local Police Station along with relevant contact names, numbers, and addresses to assist the Police. The Police will then contact DOCS (The Department of Community Services) and make a report. Please note this information is based on advice sought from DOCS and Wentworthville Police Station April 2005).

Reviewed and updated by committee on 31st March 2010