

DELIVERY AND COLLECTION OF CHILDREN POLICY

(Bush Kindergarten specific)

PURPOSE

This Bush Kinder policy details the specific delivery and collection requirements and procedures for children attending the Bush Kinder program. Only those requirements that are different to the main Kunyung Preschool Delivery and Collection of Children Policy are listed here.

The requirements of the main Delivery & Collection of Children Policy are applicable to Bush Kinder, including for example, Late Collection of a Child, Authorisation Procedures and Procedures for Unauthorised Collection of Children.

Bush Kindergarten is committed to:

- Ensuring the safe delivery and collection of children participating in Bush Kinder
- Fulfilling a duty of care to all children participating in Bush Kinder

Refer to Background and Legislation of main Delivery & Collection of Children Policy for legislative requirements in relation to Duty of Care, Supervision and Collection of Children.

SCOPE

This policy applies to parents/guardians, staff, committee members, authorised persons, volunteers and students on placement working at Kunyung Preschool Centre

STRATEGIES

GENERAL

Kunyung Preschool is responsible for:

- Providing parents/guardians with information regarding the procedures for delivery and collection of their children to and from Bush Kinder, and a summary of this policy prior to their child/ren's attendance at Bush Kinder.
- Ensuring that a copy of this policy is available on request and is easily accessible to parents/guardians and staff at all times.
- Providing staff with an attendance book that meets legislative requirements
- Ensuring staff and volunteers are appropriately educated on procedures detailed in this policy.

Staff are responsible for:

- Reading this policy and ensuring that the procedures detailed in this policy are carried out.
- Bringing relevant issues to the attention of Kunyung Preschool
- Reminding parents/guardians of the policy content as required.

Parents/guardians are responsible for:

- Reading and being familiar with the policy
- Bringing relevant issues to the attention of staff

DELIVERY

Staff are responsible for:

- Ensuring the attendance book is located with the nominated staff member
- Checking the clothing of children arriving at Bush Kinder and refuse entry if clothing is not appropriate for Bush Kinder (Refer to Protective Clothing Policy)
- Checking the attendance book after all children have arrived and if required, completing entries as per the requirements of reg. 158. This includes checking that children who are signed in are in attendance.
- Reminding parents/guardians or authorised persons who do not complete the attendance book of the procedures for the delivery and collection of children from Bush Kinder to do so.

Parents/guardians are responsible for:

- Ensuring that the designated mobile phone number provided for all communication is checked regularly for updates regarding possible session cancelation or a move to alternate site. Phones should be checked on the evenings prior to bush sessions and prior to departure to the Bush Kindergarten each morning.
- Adhering to the following delivery procedure
- Sign the child in using the attendance book and record the time of arrival
- Ensure the staff is aware your child is in attendance.
- Note: If on arrival, Bush Kinder is not set up on site, this means that the session has been cancelled (for example, due to extreme forecast weather or staff absence)

COLLECTION

Staff are responsible for:

- Ensuring the attendance book is located with the nominated staff member.
- Notifying parents by FLEXIBUZZ or SMS if the Bush Kinder group has been forced to change locations due to safety reasons (eg extreme weather) advising them of the new location for collection.
- Checking the attendance book as soon as is practicable after all children have departed and, if required, staff will complete entries as per the requirements of the reg. 158
- Requesting parents/guardians or authorised persons wishing to speak with staff that they will need to wait until all of the children have departed
- Refer to main Delivery and Collection of Children Policy for full procedures relating to releasing children to authorised persons, in the event of an unauthorised person taking the child, and late collection & fees

Parents/guardians are responsible for:

- Adhering to the following collection procedure:
- Signing children out using the attendance book and record the time.
- Ensure the staff is aware you have collected your child.
- Be responsible for the supervision of the child once signed out, while still at the Bush Kinder site.
- Collect the child's belongings
- Being mindful of not distracting/speaking with staff until all of the children have departed.
- Refer to main Delivery and Collection of Children Policy for full procedures relating to collection by authorised person, late collection and late collection fees.

DEFINITIONS

Attendance Book: The book provided by the centre for the person who delivers and collects the child from the centre, or a staff member, to sign and record the time of arrival and departure of each child being cared for or educated by the centre. At Bush Kinder, the attendance book is located with the nominated staff member.

Bush Kinder Site: The Bush Kinder site is located at the YMCA CAMP MANYUNG SUNNYSIDE RD MT ELIZA site

Delivery / Drop-off Point: Our Kunyung Welcome Board will be placed at the entry to the bush kindergarten site. The arrival point is in a clearing, known as the gathering place, a short walk along a track, beginning from the carpark area

Parents should enter the site with great caution to ensure children are not impacted by vehicles at the site. Parents should drive into the parking area designated by logs, and supervise children carefully around cars both to and from the bush kinder site

Pick-up /Collection Point: The collection point is the same as the drop off/delivery point at the area shown on the map please see the bush kindergarten handbook.

Pick-up/Collection Procedure: Refer to Collection Procedures section

Refusal of entry: On arrival at Bush Kinder for signing in, a child may be refused entry if clothing is not appropriate for Bush Kinder (Refer to Protective Clothing Policy)

SOURCES AND RELATED CENTRE POLICIES

Relevant legislation may include but is not limited to:

- Education and Care Services National Law Act 2010
- Children, Youth and Families Act 2005
- Child Wellbeing and Safety Act 2005
- Family Law Act 1995
- Education and Care Services National Regulations 2012

Related Service Policies

- Delivery & Collection of Children (main kindergarten policy)
- Extreme Weather (Bush Kinder Specific)
- Protective Clothing (Bush Kinder Specific)
- Emergency Evacuation (Bush Kinder Specific)
- Communication
- Supervision
- Excursions and centre events

EVALUATION

In order to assess whether the policy has achieved the values and purposes Kunyung Preschool staff will:

- Seek feedback regarding this policy and its implementation with parents/guardians of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual centre survey.
- Ask staff to share their experiences and recorded observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

AUTHORISATION

This policy was adopted by the Kunyung Pre School Committee of Management on **15 May 2018**

REVIEW DATE

This policy will be reviewed every 2nd year and is next due for formal Committee review in **MAY 2020**, unless deemed necessary earlier.

ATTACHMENT 1
Bush Kinder Location Map

