



Periwinkle

PRESCHOOL

for Rudolf Steiner
early childhood education

Delivery and Collection of Children

Policy Statement

Arrival and departure times at Periwinkle preschool assist children to transition safely and happily into and out of their daily program of work and play.

Arrival and departures provide valuable opportunities for parents to interact with their children within the educational environment, learn about the educational program, build relationships, establish open communication with staff and other parents.

Children are under the care of an education and care service at the point the service is taken to assume responsibility for their care and wellbeing. At this point the National Law and National Regulations apply.

A child may only leave the education and care service premises under any of the following circumstances:

- a parent/guardian or authorised nominee collects the child
- a parent/guardian or authorised nominee provides written authorisation for the child to leave the premises
- a parent/guardian or authorised nominee provides written authorisation for the child to attend an excursion
- a parent/ guardian or authorised nominee provides written authorisation for transportation of the child.
- the child requires medical, hospital or ambulance treatment, or there is another emergency.

Accurate arrival and departure documentation is a legislated requirement in all services approved by the Regulatory Authority and is necessary to claim Child Care Subsidy (CCS). A record is also required for days that a child has been absent along with the reason for the absence for all approved CCS services. Furthermore, accurate arrival and departure records ensure successful implementation of efficient emergency evacuation and lock down procedures.



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Our goals for delivery and collection of children:

- Ensure the safe and documented delivery and collection of children
- Support children in settling in each day and experience quality education and care through continuity of educators, positive interactions within the community of the service.
- Keep an accurate record of child attendance to ensure that there is a record of the children being cared for or educated by the service and that the correct child/staff ratios are being met by the service.
- Practical and safe approaches to the delivery and collection of children at the education and care service or service transportation, will promote a smooth transition between home and the service, assure the completion of the required records and confirms the child's presence or absence from the service. This ensures a child's arrival and departure at the service continues their safe care and custody and that the service is meeting its duty of care obligations under the law.

Strategies

Record of attendance including:

- Full name of each child attending for that day
- Delivery and collection times and date
- Signature of person who delivers and collects child or the nominated supervisor or educator

Attendance and enrolment records

The approved provider of an education and care service must ensure that a record of attendance is kept for the service that:

- records the full name of each child attending the service; and
- records the date and time each child arrives and departs; and
- is signed by one of the following persons at the time that the child arrives and departs:
 - » The person who delivers the child to the education and care service premises or collects the child from the education and care service premises;
 - » a nominated supervisor or an educator.

(Education and Care Services National Regulations, Chapter 4, Part 4.7 , Division 1 , Subdivision 1)

Review of the Attendance Sheet

- Staff will regularly review the attendance sheet to always ensure its accuracy.



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- In instances when a parent or authorised nominee has not signed the child in, a staff member will sign that the child is in attendance.
- Prior to closing the service, two staff members must verify all children have been signed out of the centre. If a child is not signed out, educators/staff members will check all areas of the centre and look for clues such as bags remaining in lockers, to ensure no child remains. This will be recorded in the Attendance Sheet.

Authorised Nominees

- On enrolment parents/guardians are to provide the names of two people who are authorised nominees for the purpose of collecting their child/ren from the service.
- If the educator cannot confirm that the person trying to collect the child is authorised to collect the child, the child's parents will be contacted immediately.

Please note: Both parents have lawful authority of their children and are consequently permitted to remove children from the centres' 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.

Concerns for the Safety, Health and Wellbeing of Children

Educators and staff will always act in the interest of safety for the child, themselves and other children in the care and education service. If staff members are concerned for the safety of a child or do not consider that a person is in a fit state to take responsibility for a child, they will exercise their duty of care by not allowing the child to be removed from the service by that person. In this circumstance, staff will contact an authorised nominee to collect the child.

Situations when this may occur include:

- when a parent or other person who is authorised to collect the child seems to be ill or affected by drugs or alcohol and does not appear to be able to safely care for the child.
- when a young person who is authorised to collect the child, for example a sibling, does not seem sufficiently mature to safely care for the child; and
- Staff will immediately refer to the Child Protection Policy and implement the appropriate strategies



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Roles and Responsibilities

Approved Provider

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 regarding the delivery and collection of children at all times).

Nominated Supervisor

- Provide supervision, guidance, and advice to ensure adherence to the policy at all times.
- Ensure children do not leave the education and care service premises except in accordance with the National Regulations (for example, with a parent, on an authorised excursion, or for emergency medical treatment).
- Ensure that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service – except when:
 - permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the supervisor under the National Law, or
 - the supervisor is aware the parent is prohibited by a court order from having contact with the child.
- Ensure an unauthorised person (as defined in the National Law) is not at the service while children are present unless the person is under direct supervision.
- at orientation and on the first day of enrolment, informs families that all children need to be signed in and out as a part of regulatory and funding obligations. Families are 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

Early Childhood Educators

- Implement procedures to support the safe delivery and collection of children
- Always ensure accuracy of attendance record.
- Be available for individual greeting and settling of children.
- Set the environment with familiar areas for children to enjoy and provide a supportive and welcoming environment for children and families to assist with separation and settling.
- support children to participate in an activity, assist with separation for both adults and children and to say goodbye
- Follow all service procedures regarding the delivery and collection of children.
- Educators will greet and farewell parents and caregivers directly



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- Welcome families at the conclusion of the day. Any important messages will be passed on to families, including accident reports or medication needs.

Families

- escort their child safely to and from the preschool premises, closing the gate behind them
- assist their child to put away their belongings, wash hands and otherwise prepare for their day
- supervise their child on the verandah or in the garden area until the program begins at 9.15am and children are greeted by Periwinkle staff
- Completely fill in the details of the attendance at the service upon arrival and at the time of departure, including signature.
- Communicate any changes of routine with educators e.g.: information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation if there is a change in time of delivery and collection for a child.
- Leave your child in the direct care of a staff member.
- Ensure educators are aware your child has been collected from the service.
- in line with the stated philosophy of our program and of Steiner education, respect the children's workplace and once assured their child is settled say good-bye and leave the Centre, unless they have organized a visiting day with staff.
- Provide the service with any court orders relating to your child.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 2 years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Related Legislation



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- Education and Care National Law Act 2010: Sections 165, 167
- Education and Care National Regulations 2011: 99, 158-159, 168(f), 176
- Family Law Act 1975 (Cth), as amended 2011
- Children and Young Persons (Care and Protection) Act 1988
- Education and Care Services National Amendment Regulations 2020

Related Guidelines, Standards, Frameworks

- National Quality Standards for Early Childhood Education and Care and School Age Care: Standard 2.2 Element 2.2.1, Standard 6.1 Element 6.1.2, Standard 6.2 Element 6.2.1

Sources

Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au