



## Delivery and Collection of Children Policy

A condition of enrolment is that the child is required to participate fully in the education program arranged and approved by the enrolling kindergarten. This means attendance and participation at sessions the child is enrolled in. Regular attendance helps your child/children develop friendships, be successful in their learning and develop routines which are necessary in daily life

### Procedures

#### **1. Parents/Caregivers are responsible for getting their child/children to and from kindergarten.**

- Children need to arrive at kindergarten for their booked sessions at 8:30am and collected promptly at 3:00pm (or 1:30pm Friday on Fridays). Parents and caregivers need to sign their children in and out using the form in the designated area. This must be signed each time upon delivery and collection.
- If you arrive before your child's session starts, you are welcome to play in the yard with your child. Please do not come inside the building (unless invited in by staff for various reasons such as bad weather), as staff are still preparing the play space and activities.
- Upon collection, if you arrive before the end of session, we ask that you wait outside until your child is dismissed by a staff member. It is extremely disruptive and unfair to the children's learning and concentration if parents come inside to collect their children. If you need to collect your child early, please speak to a staff member so we can arrange to escort your child out without disrupting the group experience.
- Parents/Caregivers are asked to inform the kindergarten staff by phone if their child will not be attending a session for whatever reason.
- If there is a difficulty with getting your child/children to kindergarten please speak to one of the staff and the parents/caregivers together will explore a solution to the difficulty.
- If you cannot collect your child from kindergarten, please inform staff about who will be collecting your child. **Please keep in mind we are legally unable to release your child to anyone who is not authorised on the enrolment form.** Please see the Director to make amendments to the form if needed. If possible, please introduce this person to staff so we are aware of who they are. If this is not possible, this person will be required to show personal identification such as a drivers licence, and you may be contacted to confirm this collection.
- Families who are late for collection will be reminded by staff about collection time. If the families are consistently late and have had prior discussions with staff regarding



lateness, a fee of \$1 per minute late will be charged to the family.

**IF YOUR CHILD IS NOT COLLECTED BY 4PM AND YOU OR YOUR  
EMERGENCY CONTACTS CANNOT BE REACHED, WE WILL CONTACT  
FAMILIES SA AND OR THE POLICE FROM WHERE YOU WILL BE REQUIRED  
TO GO AND COLLECT YOUR CHILD FROM.**

***2. Kindergarten staff are responsible to work together with families to improve the percentage of children attending each session***

- We are required to collect enrolment data using the approved Preschool Enrolment form, and ensure that an accurate attendance record is maintained for each child, every day. This is to fulfil the requirements of the Departments resource allocation, such as staffing, and national reporting processes. This is occurs through entry of data on the online Early Years System (EYS).
- Appropriate codes will be used to record absences, and follow up irregular attendance will occur by working together with families to improve the attendance of their child/children.