



# St Margaret's Kindergarten

## Delivery and Collection of Children Policy and Procedures

Children must be signed in and out every day in the attendance record folder (by parent/guardian or other authorised person– including staff).

The attendance record will include:

- Date of attendance
- Full name of each child
- Time of arrival
- Time of departure

Staff will check the attendance record throughout the day to ensure information is accurate.

Staff must ensure a child, once in care, may only leave the premises if:

- the child is given into the care of a parent of the child, or a person authorised by the parent to collect the child, or in accordance with the written authorisation of the child's parent or authorised nominee
- taken on an excursion and written authorisation has been obtained
- the child requires medical care
- in the event of an emergency (including rehearsed emergency evacuations)
- when a parent or authorised nominee is unknown to staff, then the identification and authorisation confirmation of the collecting person is to be determined prior to the child being given into their care.

Parents will provide the kindergarten with a list of persons authorised to deliver and/or collect their child on the child's enrolment form and will inform the educators of any changes to this list.

Parents or an authorised nominee will notify early childhood educators of any change to the normal collection arrangements for their child by:

- verbal notification and writing the details in the kitchen diary, or
- a phone call

If the authorised person is unable to collect a child then they must contact the kindergarten and give details of the person collecting the child. The identity of this person must be verified. Educators are to record any phone authorisation with time and date.

If an unauthorised person comes to collect a child, the educator will ring the parent/guardian for authorisation. Educators will record phone authorisation with time and date.

National Quality Standard 2.3

Regulation 168 (2) (f)

Related Key Regulation: 99, 158, 160, 176