

# DELIVERY AND COLLECTION OF CHILDREN POLICY

At the Flinders Children's Centre we believe we offer a safe, caring and engaging learning environment based on positive relationships where children can experience success in learning. In order to participate fully and gain maximum benefit from the kindergarten experience, children need to attend regularly 15 hours of kindergarten per week, to ensure they are able to access a comprehensive curriculum.

## **By regularly attending kindergarten**

- Children become familiar with the kindergarten environment and feel secure.
- They have increased opportunities to engage in activities which enhance social, emotional and cognitive development.
- Any need for early intervention is identified and programs put in place to address needs.
- Children learn and understand the daily routines and how to play safely.
- They establish and maintain supportive relationships, learning to care for others and ask for help for themselves and others.
- Their self-esteem and self-confidence is developed.
- Patterns of regular attendance and valuing of education set a positive pattern for school attendance.

## **Parent/ carer responsibilities**

- Parents/carers are responsible for getting their children to and from kindergarten each day.
- Parents/carers are to provide the Kindergarten with any custody or restraining orders.
- Parents/carers are responsible for keeping a sick child at home and notifying the kindergarten of a reason for absence particularly an infectious disease of infestation.

## **Parents/carers are to inform staff if:**

- o their child will be absent
- o Any arrangements for the pick-up of their child are changed.
- o There are changes to their enrolment details, especially emergency contact information.
- o Children to be collected at a time other than the normal dismissal time.

## **Staff Responsibilities**

- Staff will monitor each child's attendance and arrival and departure time in a daily record sheet and Early Years Online Computer System.
- The attendance record will include: date of attendance, full name of each child, time of arrival ( to be amended by exception if a child arrives after the session starting time), Time of departure( to be amended if exception if a child departs before the session finishes. The attendance record will be signed daily to confirm the accuracy of the attendance record in folder (EYS completed attendance sheets).

The attendance record will include all children present in the service for whom the nominated supervisor is responsible, at any time during the services' operation.

- Collect and provide accurate attendance, and enrolment data to fulfil the requirements of the department's resource allocation and national reporting processes.
- Staff will attempt to contact parents after one week of unexplained absence.
- Record in a daily diary any information given by parents/carers about changes of arrangements for collection of children at the end of the session.

### **Children may only leave the premises if:**

- The child is given in to 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 carer
- 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).

***Staff have an expectation that parents who have enrolled their children at the Flinders Children's Centre will ensure that they attend regularly.***

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Governing Council Chairperson