



Delivery & Collection of Children Policy

Aim

This policy will provide clear guidelines to ensure the safe delivery and collection of children attending CSIROCare Clayton

Rationale

At CSIROCare Clayton, we have a duty of care for every child that attends our centre

Body

Hours of Operation

CSIROCare operates Monday to Friday 7:45am - 6:00pm, excluding public holidays, annual shut down periods and curriculum planning days.

You may sign your child in for attendance from 7:45am. Children must be collected no later than 6:00pm as specified in the Late and Non Collection details.

Attendance Requirements

Regulation 158 of the Education and Care Services National Regulations 2011 states that the following **must** be documented in an attendance record for each child at the Centre:

- the full name of each child attending the service; and
- 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—
 - (i) the person who delivers the child to the education and care service premises or collects the child from the education and care service premises;
 - (ii) the nominated supervisor or an educator.

Tablet devices (with instructions) are available at Reception for authorised person's to sign in/out their child. Each authorised person is assigned a unique identifier to sign their child in/out to mark their attendance at the centre.

It is a requirement of the centre that children must be signed in **immediately upon arrival** to the centre (prior to going into their Playroom). Children must also be signed out **immediately prior to leaving** ie. Please collect your child and his/her belongings before you sign your child out.

Collection of Children

Children can only be collected by an authorised person. Any person authorised to collect a child from CSIROCare must be a minimum of 18 years of age (Proof of age may be sought if in doubt)

Regulation 99 states that a child is not to be placed into the care of any person other than an authorised person. An authorised person is defined as the following:

- A parent
- A guardian
- A person authorised by a parent or guardian to collect the child
- A person with lawful authority to collect that child

Persons authorised by a parent or guardian to collect the child should be listed on the child's enrolment form and will be required to provide identification if unknown to educators.

If a person as specified above is unable to collect a child due to unavoidable reasons, you must make contact with the centre, by **EMAIL**, to advise who will be collecting your child; their name, their address, and relationship to child. The person collecting your child will be required to give proof of identification (eg. **Driver's Licence**).

Unauthorised Collection

No child will be placed into care of an unauthorised person and the centre reserves the right to refuse to approve collection of a child where:

- the person is not an approved authorised person or the centre has not received authorisation by **EMAIL** of the arranged collection.

If the centre staff believe that the person authorised to collect the child is behaving in an aggressive, violent or unsafe nature the nominated Supervisor or Certified Supervisor will:

- Ensure the safety of all children and adults at the service and implement lock down procedure if required.
- Reserve the right to ask the person to leave the premise
- May refuse to release the child
- Call the police 000.

No child will be placed into care if the person collecting the child appears to be intoxicated or under the influence of alcohol or drugs and the educators feel that the person is unfit to take responsibility of the child, educators will:

- Discuss their concern with the person, if possible without the child by present.
- Suggest the person contact another authorised nominee to collect the child.
- Educators will inform the police of the circumstances, the person's name and vehicle registration number if the person insists in taking the child. Educators cannot present an incapacitated parent from collecting a child, but must consider their obligations under the relevant child protection laws.

Late Collection of Children

The centre closes at **6.00pm sharp**.

Parents who arrive late will be charged a late collection fee of:

\$25.00 per 10 minutes (or part thereof) after 6.00pm. Late fees will be added to your next scheduled statement. **Exception to this fee will only be made in exceptional circumstances.**

Parents should arrive at the centre **no later than 5.50p.m to collect their child.** This will ensure you have enough time to collect your child's belongings

Non Collection of Children

- Children who are **not collected** after **6.00 pm** will remain on the premises with a minimum of two educators until an authorised person arrives to collect the child. Centre staff will make every effort to contact an authorised person to collect the child.
- Police will be called at 7..00pm and asked to assist in locating those persons.