

Purpose

This policy is a special circumstance policy, which augments the main Helen Paul Kindergarten Delivery & Collection of Children Policy and should be read in conjunction with that policy. This Bush Kinder policy details the specific delivery and collection requirements and procedures for children attending the Bush Kinder program. Only those requirements that are different to the main Helen Paul Kindergarten Delivery and Collection of Children Policy are listed here.

The requirements of the main Delivery & Collection of Children Policy are applicable to Bush Kinder, including for example, Late Collection of a Child, Authorisation Procedures and Procedures for Unauthorised Collection of Children.

Policy statement

1. Values

Helen Paul Kindergarten is committed to:

- Ensuring the safe delivery and collection of children participating in Bush Kinder
- Fulfilling a duty of care to all children participating in Bush Kinder

2. Scope

This policy applies to parents, staff, committee members, authorised persons, volunteers and students on placement working at **Helen Paul Kindergarten**.

3. Background and legislation

Refer to Background and Legislation of main Delivery & Collection of Children Policy for legislative requirements in relation to Duty of Care, Supervision and Collection of Children.

Relevant legislation may include but is not limited to:

- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law 2010*
- National Quality Standards, including Quality Area 2 – Children’s health and safety and Quality Area 3 – Physical environment

4. Definitions

Attendance Sheet: The sheet provided by the centre for the person who delivers and collects the child from the centre, or a staff member, to sign and record the actual time of arrival and departure of each

child being cared for or educated by the centre. At Bush Kinder, the attendance sheet is located at the Bush Kinder site.

Bush Kinder Site: The Bush Kinder site is in Dendy Park, Dendy Street, Brighton East 3187. Refer map at Attachment 1.

Delivery / Drop-off Point: The drop off point is the fenced playground on Dendy Street (as shown on the map at Attachment 1).

Delivery/Drop-off Procedure: Refer to Procedures section.

Parking Area: Parking is available on Dendy Street

Pick-up /Collection Point: The collection point is the same as the drop off/delivery point at the fenced playground on Dendy Street (circled on the map at Attachment 1). If the Bush Kinder group has been forced to change locations due to safety reasons (eg extreme weather), parents will have been notified by broadcast SMS (via CareMonkey) of the new location for collection (refer to Evacuation Plan Policy).

Pick-up/Collection Procedure: Refer to Procedures section

5. Sources and related kindergarten policies

Kindergarten policies

- Bush Kinder Protective Clothing Policy (Bush Kinder Specific)
- Bush Kinder Extreme Weather Policy (Bush Kinder Specific)
- Bush Kinder Identification and Visibility Policy (Bush Kinder Specific)
- Bush Kinder Emergency Evacuation Policy (Bush Kinder Specific)
- Bush Kinder Snake Awareness Policy (Bush Kinder Specific)
- Bush Kinder Dog Awareness Policy (Bush Kinder Specific)
- Incident, Injury, Trauma & Illness Policy (including First Aid)
- Supervision of Children Policy
- Delivery & Collection of Children (main kindergarten policy)
- Excursion & Service Events Policy
- Sun Protection Policy
- Water Safety Policy
- Occupational Health & Safety Policy

Procedures

General

The Committee is responsible for:

- Providing parents with information regarding the procedures for delivery and collection of their children to and from Bush Kinder, and a summary of this policy prior to their child/ren's attendance at Bush Kinder.
- Ensuring that a copy of this policy is available on request and is easily accessible to parents and staff at all times.
- Ensuring that all parents are aware of this policy and are provided access to the policy at orientation sessions, in written Bush Kinder material, and made available upon request.
- Ensuring staff and volunteers are appropriately educated on procedures detailed in this policy.

Staff are responsible for:

- Reading this policy
- Ensuring that the procedures detailed in this policy are carried out.
- Bringing relevant issues to the attention of the Committee
- Reminding parents of the policy content as required.

Parents are responsible for:

- Reading and being familiar with the policy
- Bringing relevant issues to the attention of both staff and committee
- Supervising their child/ren who are not enrolled in Bush Kinder, such as siblings of a child attending Bush Kinder.

Delivery

Staff are responsible for:

- Ensuring the attendance sheet is located at the Bush Kinder site
- Checking the clothing of children arriving at Bush Kinder (Refer to Protective Clothing Policy)
- Checking the attendance sheet after all children have arrived (approximately 20 minutes after the commencement of the session) and if required, completing entries. This includes checking that children who are signed in are in attendance.
- Reminding parents or authorised persons who do not complete the attendance sheet of the procedures for the delivery and collection of children from Bush Kinder.

Parents are responsible for:

- The supervision of children in their care prior to the commencement of the Bush Kinder session
- Adhering to the following delivery procedure:
 - Sign the child in using the attendance sheet and record the actual time of arrival

- Place child's bag/backpack with change of clothes (refer to Protective Clothing Policy) in nominated area
- Assist child to put on waterproof clothing (if required)
- Ensure child is wearing a Bush Kinder wristband
- Ensure the staff are aware your child is in attendance.

Note: If on arrival, Bush Kinder is not set up on site, this means that the session has been cancelled (for example, due to extreme forecast weather or staff absence. These instances will be communicated via broadcast SMS)

Collection

Staff are responsible for:

- Ensuring the attendance sheet is located at the Bush Kinder site.
- Notifying parents by broadcast SMS if the Bush Kinder group has been forced to change locations due to safety reasons (eg extreme weather) and advising them of the new location for collection.
- Checking the attendance sheet as soon as is practicable after all children have departed and, if required, staff will complete entries
- Requesting parents or authorised persons wishing to speak with staff that they will need to wait until all of the children have departed
- ***Refer to main Delivery and Collection of Children Policy for full procedures relating to releasing children to authorised persons, in the event of an unauthorised person taking the child, and late collection & fees***

Parents are responsible for:

- Adhering to the following collection procedure:
 - Sign the child out using the attendance sheet and record the actual time of collection.
 - Ensure the staff are aware you have collected your child.
 - Be responsible for the supervision of the child once signed out, while still at the Bush Kinder site.
 - Collect the child's belongings (bag, water, hats)
- Being mindful of minimising staff distraction until all of the children have departed.
- ***Refer to main Delivery and Collection of Children Policy for full procedures relating to collection by authorised person, late collection and late collection fees.***

Evaluation

In order to assess whether the policy has achieved the values and purposes the committee will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual centre survey.
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.

- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

Attachments

Attachment 1: Bush Kinder Map

Authorisation

Endorsed by the Helen Paul Kindergarten Committee of Management on **2 March, 2020**.

Review Date

This policy will be reviewed every two years and is next due for formal Committee review in **2022**, unless deemed necessary earlier.

ATTACHMENT 1

BUSH KINDER MAP

Delivery / Drop-off Point: The drop off point is the fenced playground on Dendy Street (circled)

Pick-up /Collection Point: The collection point is the same as the drop off/delivery point at the fenced playground on Dendy Street (circled)

