

Parent/Guardian Arrival and Departure Policy

Aim

To ensure and encourage the safety of children, families, visitors and educators during arrival and departure transitions at the centre and to educate such persons of appropriate procedures.

Implementation

The following guidelines must be adhered to at all times to ensure the safety of the children. Our main focus is to keep our families informed as to any change of practices and to be active in preventing the spread of COVID-19 within Australia.

Policy Modification, in response to COVID-19:

Before School Care Arrival:

Parents/guardians are to remain outside the OOSH room during morning drop off. Please say your goodbye to your child/ren out the front of the BSC room.

An educator will meet you at the entrance door and escort your child into the service; placing their bag away, signing your child in on the Sign In & Out register and then settle your child at an activity in the program or at the breakfast table.

Before School Care Departure:

- When the before school care session is finished in the mornings, when it is time for school, the Nominated Supervisor/Responsible Person will check the children off the roll signing them out at the time that they departed for school.
- Kindergartens will be walked to their classroom for the first term of the year.

After School Care Arrival

The children will meet the educators at the organised pick up space.

The educators will:

1. Have one educator mark each roll.
2. Wait until all children are sitting quietly.
3. Mark the roll.
4. Ask the children if there is anyone that had not been called.
5. Do a "head count" of children to ensure the numbers match the roll.
6. Record any casualties.
7. Record absences, any absences that were not notified to you by parents/guardians, have an educator contact the parents/guardians via their chosen contact method (phone or text) to confirm the child's absent from the centre.

After School Care Departure:

- Parent/guardian will collect their child/ren from the outside entrance of the ASC room. An educator will meet and greet you at the door. The educator will collect your child from the room, including their bag and any other additional belongings. The educator will escort your child/ to you. An educator at OOSH, will sign your child out of the service on the Sign In & Out register. Continuous communication between the Centre and your family is available via, phone, email and Centre Blog.
- Parents are responsible to inform the Nominated Supervisor/Responsible Person if their child/ren will not be in attendance or have alternative afterschool arrangements.
- The Nominated Supervisor/Responsible Person is to ensure that the authorised pick-up list for each child is kept up to date.
- No child/ren will be released into the care of any persons not known to educators. If educators do not know the person by appearance, the person must be able to produce some form of photo identification to prove that they are a person authorised to collect the child on the child's enrolment form.
- Parents/guardians must give prior notice where the person collecting the child/ren is someone other than those mentioned on the enrolment form, e.g. in an emergency situation. The person nominated by the parent must be able to produce some form of identification.
- Child/ren are not to be released into the care of persons not authorised to collect the child/ren, e.g. court orders concerning custody and access.
- Parents/guardians must give prior notice of any variation in the persons picking up the child/ren. If notice is not given, and educators cannot contact the parent, the child must not be released into the care of that person.

- If the person collecting the child/ren appears to be intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, the educators are to bring the matter to the person's attention before releasing the child/ren into their care. Wherever possible, such discussion is to take place without the child/ren being present. Educators are to suggest that they contact the other parent or emergency numbers from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorized person, educators are to inform the Police of the circumstances, the person's name and vehicle registration number. Educators cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.
- All children must be signed OUT by a parent/guardian or responsible adult in order for parents to be eligible for the Child Care Subsidy.
- If the parent or guardian requires the child to walk themselves home after care, the centre will require written permission from the family. The educators and family will need to assess the situation and come to an arrangement with the family.
- At the end of each day 2 educators check the premises including outdoors and indoors to ensure that no child remains on the premises after the centre closes.

Legislative Requirements

- Education and Care services National Law Act 2011
- Australian Children's Education & Care Quality Authority
- Occupational Health & Safety Act 1989

Who is affected by this policy?

- Child
- Families
- Educators

Sources and further reading:

- Education and Care services National Law Act 2011

Review: This policy will be reviewed annually. The review will be conducted by:

- Management and Employees
- Interested Parties (including Families, NSW Early Childhood Education and Care Directorate Department of Education and Communities, ACECQA etc.)

Last Reviewed: March 2020