

Delivery of Children to, and collection of children from, education and care services premises

AIM: To promote a safe transition from parents/caregivers to educators.

Car Park

Parking is available on Campbell Rd as well as Ind Street (rear entrance to il nido Children's Centre). Please **DRIVE SLOWLY** in the Ind Street car park. As you enter and leave, please ensure that the doors and gates are securely closed behind you

Please Note: The Campbell Road entrance car park is **only** to be used by **Staff, Visitors** and **Disable access**

Please take care in the car park as it is hazardous at times.

Upon commencement, families will receive a key tag that has the security code for entry into the Preschool and Child Care area. We ask that families give the security code only to those nominated to collect their child. Once care has ceased, the key tag is returned to us.

The security code will be changed at the discretion of the management committee/governing council. However, we will try to ensure as little inconvenience as possible to families.

When you deliver or collect your child from child care:

- Please record daily times in and out as well as signing the Attendance register alongside your child's name
- Ensure your child is placed in the care of a staff member before leaving
- Children will only be released to the parent or person nominated by them on the enrolment form. (In an emergency the centre may be notified by telephone)
- Parents/caregivers must inform educators if someone else will be collecting their child. This person must provide current identification when collecting children. **Please ensure procedures are clearly explained to this person.**
- Ensure you notify educators when children are leaving (even if an educator is present and you think that they have seen you, please tell them personally)

Parents /caregivers **MUST** inform the Director of any relevant issues (e.g. custody). In the case of a custody order, the Director needs to retain a copy of details on file.

The centre closes at 6.00pm. It is not licensed after 6.30pm. Children not collected by an authorised person, will be referred to Crisis Care if emergency contacts are not available.

Families are reminded of the legal requirement to have children restrained in an approved safety seat whilst travelling in a vehicle.

If you require further information regarding any of our policies, go to www.decd.sa.gov.au/policies

In accordance with Quality Area 2: Health and Safety

All children have the right to experience quality education and care in an environment that provides for their physical and psychological wellbeing and provides support for each child's growing competence, confidence and independence.

Element 2.3.1 Children are adequately supervised at all times.

Element 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Element 2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Element 2.3.4 Educators, co-ordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect.

www.acecqa.gov.au

Reviewed: February 2017

Next Review: February 2018

Reviewed by: il nido Children's Centre