

	<p style="text-align: center;"><b>Thornbury Kindergarten.</b></p> <p style="text-align: center;"><b>Policies</b></p>
<p style="text-align: center;">Policy Title</p>	<p style="text-align: center;">Delivery and Collection of Children (Bush Kinder)</p>
<p style="text-align: center;">Quality Area</p>	<p style="text-align: center;">2 – Children’s Health and Safety</p>
<p style="text-align: center;">Category</p>	<p style="text-align: center;">Mandatory</p>

## 1. Purpose

This policy is a special circumstance policy which augments the main Thornbury 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 Thornbury 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.

Thornbury 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/guardians, staff, committee members, authorised persons, volunteers and students on placement working at Thornbury 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.

### **Legislation**

Relevant legislation may include but is not limited to:

- Children's Services Act 1996
- Children, Youth and Families Act 2005
- Child Wellbeing and Safety Act 2005
- Family Law Act 1995
- Children's Services Regulations 2009 (CSR).

## 4. Definitions

**Attendance Book:** The book 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 time of arrival and departure of each child being cared for or educated by the centre. At Bush Kinder, the attendance book is located with the nominated staff member.

**Bush Kinder Site:** The Bush Kinder site is in Darebin Parklands, just off Yarana Rd, between Separation and Smith Streets. Refer map at Attachment 1. Parking for drop off and collection is on Yarana Rd

**Delivery / Drop-off Point:** The drop off point is at the home base as designated in the orientation session at Darebin Parklands at the area shown on the map at Attachment 1. Bush Kinder signage will be displayed.

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

**Parking Area:** Parking is available on Yarana Road between Separation and Smith Streets. (See map at Attachment 1)

**Pick-up /Collection Point:** The collection point is the same as the drop off/delivery point at Darebin Parklands at the area shown 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/guardians will have been notified by broadcast SMS of the new location for collection, refer to evacuation plan policy.

**Pick-up/Collection Procedure:** Refer to Procedures section

**Refusal of entry:** On arrival at Bush Kinder for signing in, a child may be refused entry if clothing is not appropriate for Bush Kinder (Refer to Protective Clothing Policy)

## 5. Sources and related centre policies

## **Centre policies**

- Delivery & Collection of Children (main kindergarten policy)
- Extreme Weather (Bush Kinder Specific)
- Protective Clothing (Bush Kinder Specific)
- Emergency Evacuation (Bush Kinder Specific)
- Communication
- Hygiene
- Inclusion and equity
- Parental access and involvement
- Supervision of children
- Excursions and events

## **6. Procedures**

### **General**

#### **The Committee is responsible for:**

- Providing parents/guardians 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/guardians and staff at all times.
- Providing staff with an attendance book that meets the requirements of the CSR r29.
- Ensuring that all parents/guardians being aware of this policy and are provided access to the policy at orientation sessions, in written Bush Kinder material and on the Bush Kinder website, 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 and ensuring that the procedures detailed in this policy are carried out.
- Bringing relevant issues to the attention of the Committee.
- Reminding parents/guardians of the policy content as required.

#### **Parents/guardians 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 book is located with the nominated staff member.
- Checking the clothing of children arriving at Bush Kinder and refuse entry if clothing is not appropriate for Bush Kinder (Refer to Protective Clothing Policy).
- Checking the attendance book after all children have arrived (approximately 20 minutes after the commencement of the session) and if required, completing entries as per the requirements of CSR r29(2). This includes checking that children who are signed in are in attendance.
- Reminding parents/guardians or authorised persons who do not complete the attendance book of the procedures for the delivery and collection of children from Bush Kinder.

**Parents/guardians are responsible for adhering to the following delivery procedure:**

- Sign the child in using the attendance book and record the time of arrival.
- Place child's bag/backpack with change of clothes (refer to Protective Clothing Policy) in the allocated area.
- Take child to arrival mat for seating until all children have arrived. Children will assemble here until most children have arrived and the Bush Kinder session formally commences.
- 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).

**Collection****Staff are responsible for:**

- Ensuring the attendance book is located with the nominated staff member.
- Notifying parents by broadcast SMS if the Bush Kinder group has been forced to change locations due to safety reasons (eg extreme weather) advising them of the new location for collection.
- Checking the attendance book as soon as is practicable after all children have departed and, if required, staff will complete entries as per the requirements of the CSR r29(2).
- Requesting parents/guardians 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/guardians are responsible for adhering to the following collection procedure:**

- Sign the child out using the attendance book and record the time.
- 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, Waterproofs (which may be wet/dirty)).
- Being mindful of not distracting/speaking with staff 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.

## 7. Evaluation

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

- Seek feedback regarding this policy and its implementation with parents/guardians 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.

## 8. Attachments

Attachment 1: Bush Kinder Map

## 9. Authorisation

This policy was approved by the committee of management of Thornbury Kindergarten at a committee meeting December 2017.

Review date: December 2019

---



# ATTACHMENT 1

## BUSH KINDER MAP

