



Poonindie Early Childhood Centre

11.0 - Delivery and Collection of Children (Site/ DECD)

The security of your child is of paramount importance to the staff and management of the Poonindie Early Learning Centre.

Parents are required to:

- Provide up to date contact details of authorised personnel authorised to collect child and inform the centre Director when these change immediately
- Sign their child IN and OUT every day on the sign in sheet provided documenting a time of arrival and departure and a signature
- Must inform the centre if an alternative person (not listed on the enrolment form) is required to collect a child under any circumstances (*If this is a new person and centre staff have not met them before please inform them they will need to provide their drivers licence or photo ID as identification, this will be recorded on the daily sign in sheet*)

The Site will:

Ensure a child in care only leaves the premises if:

- the child is given into the care of a parent of the child
- a person authorised by the parent collects the child
- the child is given into the care of a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child
- record the Drivers license details of newly/unseen authorized personnel who have been given consent by parents to collect a child. This will be documented on the daily sign in sheet as a record
- the child is taken on an excursion with written authorisation in accordance with regulation 102
- the child requires medical care
- there is an emergency (including rehearsed emergency evacuations)
- the child is travelling on the bus

When a parent or authorised nominee is unknown to staff, then the identification (drivers License) and authorisation confirmation of the collecting person is to be determined before the child is given into their care. This can be done by phoning parents and seeking authorisation.

The attendance record for Children

The attendance record will include:

- date of attendance
- full name of each child
- time of arrival (to be amended by exception if a child arrives after the session starting time)
- time of departure (to be amended by exception if a child leaves before the session finishes).

The accuracy of an attendance record must be confirmed daily by the signature of either:

- the person who delivers and collects the child
- the nominated supervisor
- an educator authorised by the director or principal.

Attendance records are to be kept at a service for a 12-month period, in a safe (dry and vermin free) environment that will not damage the records. After a period of 12 months, sites may seek off-site storage through the Records Management unit, which can be emailed at education.recordsmanagementunit@sa.gov.au.

Directors Signature _____ *Chairperson Signature* _____

Review Date: April 2020.

Next review 2023.