



DAME NELLIE MELBA
KINDERGARTEN
EST 1915

Bush Kindergarten Program

Delivery and Collection of Children Policy



PURPOSE

This policy is a special circumstance policy, which augments the main DNMK 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 DNMK 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

DNMK 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 **DNMK**.

3. BACKGROUND AND LEGISLATION

Background

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 DNMK 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 at Burnley Park Burnley located between Park Grove and Yarra Boulevard.

Delivery / Drop-off Point: The drop off point is at the home base as designated in the orientation session at Burnley Park at the area shown on the map at Attachment 1.

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

Parking Area: Parking is available on Park Grove.

Pick-up /Collection Point: The collection point is the same as the drop off/delivery point at Burnley Park 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 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

Public Transport: #45 or #75 tram travelling along Bridge road between Bridge rd stop and Burnley st stop.

4. SOURCES AND RELATED POLICIES

Sources

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
- Supervision of Children Policy
- Delivery & Collection of Children (main kindergarten policy)
- Excursion & Regular Outing Policy
- Sun Protection Policy
- Water Safety Policy
- Occupational Health and Safety Policy
- Road Safety and Transport Policy

Procedures

The Committee and Director are 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 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 when at the Bush Kinder site.

Delivery

Drop Off.

Staff are responsible for:

- Ensuring the attendance sheet is located at the Bush Kinder site
- Signing in attending children with the parent present.
- Observing parent helping child put on ID wrist band.
- Checking the clothing of children arriving at Bush Kinder (Refer to Protective Clothing Policy)
- Ensuring children arriving via Public Transport with an educator from DNMK are signed in by the onsite educator and issued a wrist band.

Parents are responsible for:

- Waiting with their child until they have been signed in by an Educator and given an ID wrist band.
- Place child's bag/backpack with change of clothes (refer to Protective Clothing Policy) in nominated area

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)

Pick UP:**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.
- Signing children out from the Yarning Mat and observing them go to their parent or carer.
- Requesting parents or authorised persons wishing to speak with staff that they will need to wait until all of the children have departed
- Supervising children returning to DNMK on the Yarning Mat until all other children have been collected. Signing them out to the care of the Educators returning via Public Transport to DNMK.
- *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:
- Wait for the educator to sign their child out and release them to their care
- 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*

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.
- Seek feedback from staff 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 location Map and Bush Kinder Public Transport route.

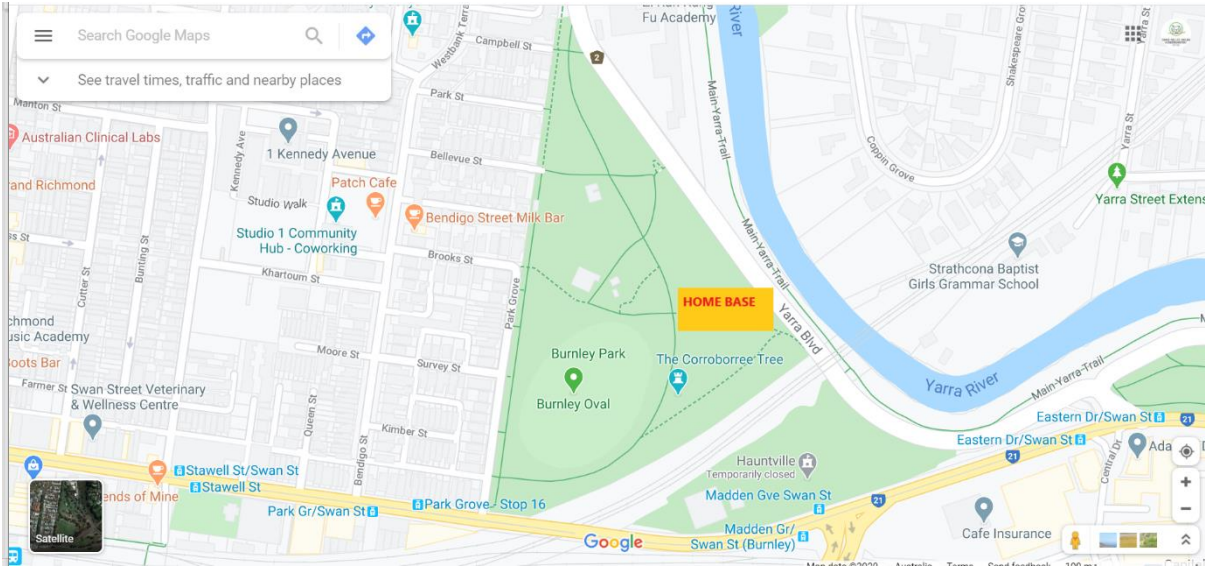
AUTHORISATION

This policy was adopted by the Approved Provider of DNMK September 2020

REVIEW DATE: SEPTEMBER 2022

ATTACHMENT 1

Bush Kinder location -home base.



Public Transport Route

