



Dropping off and picking up Children

AIM:

Coowarra OOSH aims to provide a procedure for dropping off and picking up children, which is clear and ensures the safety and well being of the children in our care. Parents are required to follow specific communication procedures to ensure we can provide appropriate care for their children.

PROCEDURES:

Dropping Off

- Children are not to be left at the centre at any time prior to the opening hours of the centre.
- On arrival the person bringing the child is responsible to sign the child in using the electronic sign in provided. If the child can not be signed in, an educator must be notified and assist the person dropping off before they can leave the child at the service.
- Any points of information that is told to educators by parents is to be recorded in the educators' diary, such as any particular requirements for the day or any changes to who will collect the child.
- Children are to place their belongings in the appropriate place including bags on hooks.
- The person dropping off the child must ensure that a staff member is aware of the child's presence before leaving the centre, and that any special needs are communicated.
- Should a child require medication of any kind, parents must fill in and sign the medication form (See Medication Policy.)

Picking up of Children

- Children must be collected by the closing time of the centre.
- The authorised person who is collecting the child must sign child out using the electronic sign out procedure.
- If the child can not be signed out, an educator must be notified and assist the person picking up before they can leave the service.
- The authorised person and children are to ensure that all belongings are collected.
- The authorised person must ensure that a staff member is aware that they are collecting the child from the centre.
- Educators are to be notified if the persons collecting the child is to be later than usual. The child will be notified to avoid any anxiety or stress.
- If the child is to be collected by anyone not specified on the enrolment form, parents must have personally informed the appropriate educator



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prior to pick up. This change should be confirmed in writing by letter, text or email, if possible, and the person picking up the child be asked to bring a form of identification.

- The names and contact numbers of all people authorised to collect the child must be included in the enrolment form. Any changes to these must be advised in writing to the centre as soon as possible.
- The authorised person is required to provide proof of identification to staff on duty if they have not seen them previously.
- The centre will not release the child to anyone who is not authorised without prior consent and in line with centre policy.
- If there is an emergency and the parent or an authorised person cannot collect the child, the parent must personally ring the centre to let us know. The parent will be required to specify who will collect the child, give a description and ask the person to provide the centre with photo proof of identity, eg. licence.
- If the centre has not been notified and someone other than the parent or authorised person comes to collect the child, the centre will ring the parent to get his or her authorisation. The child will not be released from the centre until proper written authorisation has been received.
- Parents are to use our car park when picking up children.
- Children are not to leave the centre or go to the carpark without their parent/authorised pick up person.
- Any person signing a child in/out, must use their own phone number and pin on the Electronic Sign In.

CONSIDERATION:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
Children leaving the Education and Care Service premises (99) Authorisation for excursions (102) Access for parents (157) Authorisations to be kept in enrolment record (161)	Standard 5.3	- Parent Handbook - Enrolment and Orientation Policy - Providing a Child Safe Environment Policy

DATE ENDORSED: January 2023

DATE FOR REVIEW AND EVALUATION: June 2028