



COLLECTION OF CHILDREN POLICY

Policy Statement

The Centre will maintain correct procedures to ensure that enrolled children are collected by specifically authorised people.

Procedure

- No child is to be taken from the Centre without the knowledge of a permanent staff member.
- If any person other than the child's parent/caregiver is collecting a child from the Centre, that child's parent must give written authority in the Centre's diary with approximate time of departure and the name of the person collecting the child. Alternative arrangements made later in the day must be advised verbally to the Supervisor or Acting Supervisor who will write details in the diary for other staff to observe. If these procedures are not followed the child will not be released.
- Parents/caregivers or authorised collectors must sign the child out at the correct time of departure on the daily register, located on the kitchen bench.
- Parents have a right of entry to the Centre whenever their child is present except where:
 - Entry to the Centre would be contrary to the terms of a Court Order
 - They are suffering from a contagious or infectious disease likely to have a detrimental effect on the child
 - They are under the influence of alcohol or any other substance which has a detrimental effect on function and behaviour of that person
 - They are exhibiting behaviour that is disruptive to the effective operation of the Centre.
- Parents must advise the supervisor with written proof of any custody orders or access agreements pertaining to an enrolled child at the Centre.
- Parents must ensure that they keep the Centre informed of up-to-date information regarding work and telephone numbers.
- In a Civil Defence Emergency all best efforts will be made to contact parents/caregivers and it is expected that all parents/caregivers or those persons nominated by parents on the CD Emergency Preparations Advice as completed by parents on enrolment will collect children from the Centre promptly.

