

2022 Bush/Beach Kinder Delivery & Collection of Children Policy

NQS: Quality Area 2

Purpose

This policy is a special circumstance policy, which augments the main Parkdale Preschool Delivery & Collection of Children Policy and should be read in conjunction with that policy. This Bush/Beach Kinder policy details the specific delivery and collection requirements and procedures for children attending the Bush/Beach Kinder program. Only those requirements that are different to the main Parkdale Preschool Delivery and Collection of Children Policy are listed here.

The requirements of the main Delivery & Collection of Children Policy are applicable to Bush/Beach Kinder, including for example, Late Collection of a Child, Authorisation Procedures and Procedures for Unauthorised Collection of Children.

Policy statement

1. Values

Parkdale Preschool is committed to:

- Ensuring the safe delivery and collection of children participating in Bush/Beach Kinder
- Fulfilling a duty of care to all children participating in Bush/Beach Kinder

2. Scope

This policy applies to parents, staff, committee members, authorised persons, volunteers and students on placement working at Parkdale Preschool.

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.

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 Standard

4. Definitions

Attendance Sheet: The sheet provided by the centre for the person who delivers and collects the child from the preschool, 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 preschool. At Bush/Beach Kinder, the attendance sheet is located at Parkdale Preschool. Parents/Guardians volunteering for the day will also be required to sign their arrival and departure on the attendance sheet.



Bush Kinder Site: The Bush Kinder site is located at Cheltenham Park, Cheltenham. The Bush Kinder site is down the path at the bottom of the hill, on the train station side. Parking for Emergency Pick-Up/Collection is from the Car Park Area.

Beach Kinder Site: The Beach Kinder site is located at the base of the ramp below Parkdale Cafe and Kiosk on Beach Road. Parking for drop off and collection is from Beach Road.

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

Parking Area: For Bush Kinder - Car parking is available within Cheltenham Park or on Park Road.

For Beach Kinder - Car parking is available on Beach Road.

Emergency Pick-up/Collection Point: Pick Up will only be necessary in the case of an emergency, as we will be returning back to Parkdale Preschool after each Bush/Beach Kinder session, for the remainder of the session. For Bush Kinder the emergency pick-up/collection point is at the area shown on the map attached in Section 1. If the Bush Kinder group has been forced to change locations due to safety reasons (e.g extreme weather), parents will be notified by SMS and StoryPark of the new location for emergency pick-up/collection, refer to evacuation plan policy. In case of an emergency during Beach Kinder, the emergency pick-up/collection point will be at the sheltered picnic tables next to Parkdale Cafe and Kiosk which is shown on the map attached in Section 1.

Pick-up/Collection Procedure: Refer to Procedures section

5. Sources and related kindergarten policies

Kindergarten policies

- Delivery & Collection of Children (main kindergarten policy)
- Excursion & Regular Outing Policy
- Bush/Beach Kinder Protective Clothing Policy (Bush/Beach Kinder Specific)
- Bush/Beach Kinder Extreme Weather Policy (Bush/Beach Kinder Specific)
- Bush/Beach Kinder Identification and Visibility Policy (Bush/Beach Kinder Specific)
- Bush/Beach Kinder Emergency Evacuation Policy (Bush/Beach Kinder Specific)
- Bush/Beach Kinder Dog Awareness Policy (Bush/Beach Kinder Specific)

Procedures - General

The Committee is responsible for:

- Providing parents with information regarding the procedures for delivery and collection of their children to and from Bush/Beach Kinder, and a summary of this policy prior to their child/ren's attendance at Bush/Beach Kinder.
- Ensuring that a copy of this policy is available on request and is easily accessible to parents and staff at all times.
- Ensuring that all parents are aware of this policy and are provided access to the policy at orientation sessions, in written Bush/Beach Kinder material and on the Bush/Beach Kinder section of the Parkdale Preschool 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 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
- We request that siblings do not attend Bush/Beach Kinder sessions.

Delivery

Staff are responsible for:

- Ensuring the attendance sheet is located at the Bush/Beach Kinder site
- Checking the clothing of children arriving at Bush/Beach Kinder
- Checking the attendance sheet after all children have arrived (approximately 10 minutes after the commencement of the session) and if required, completing entries. This includes checking that children who are signed in are in attendance.
- Reminding parents or authorised persons who do not complete the attendance sheet of the procedures for the delivery and collection of children from Bush/Beach Kinder.

Parents are responsible for:

- Adhering to the following delivery procedure:
- Sign the child in using the attendance sheet and record the actual time of arrival
- Ensuring that you apply sunscreen to your child before the commencement of the session
- Ensuring your child is dressed in appropriate clothing.

Collection (ONLY IN THE CASE OF AN EMERGENCY)

Staff are responsible for:

- Ensuring the attendance sheet is located at the Bush/Beach Kinder site.
- Notifying parents by StoryPark announcement by 7.00am on the day of the session if the Bush/Beach Kinder group has been forced to change locations due to safety reasons (eg extreme weather, staff absence) and advising them that we will relocate to Parkdale Preschool.
- Checking the attendance sheet as soon as is practicable after all children have departed and, if required, staff will complete entries
- Requesting parents 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 are responsible for:

- Adhering to the following collection procedure:
- Sign the child out using the attendance sheet and record the actual time of collection.
- 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/Beach 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 fees.***

Evaluation

In order to assess whether the policy has achieved the values and purposes the committee of management will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Bush/Beach Kinder program. This can be facilitated through informal discussions with staff.
- 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.






Attachments

Attachment 1: Bush/Beach Kinder Site Map

Attachment 2: Bush/Beach Kinder Transport Route






BUSH KINDER



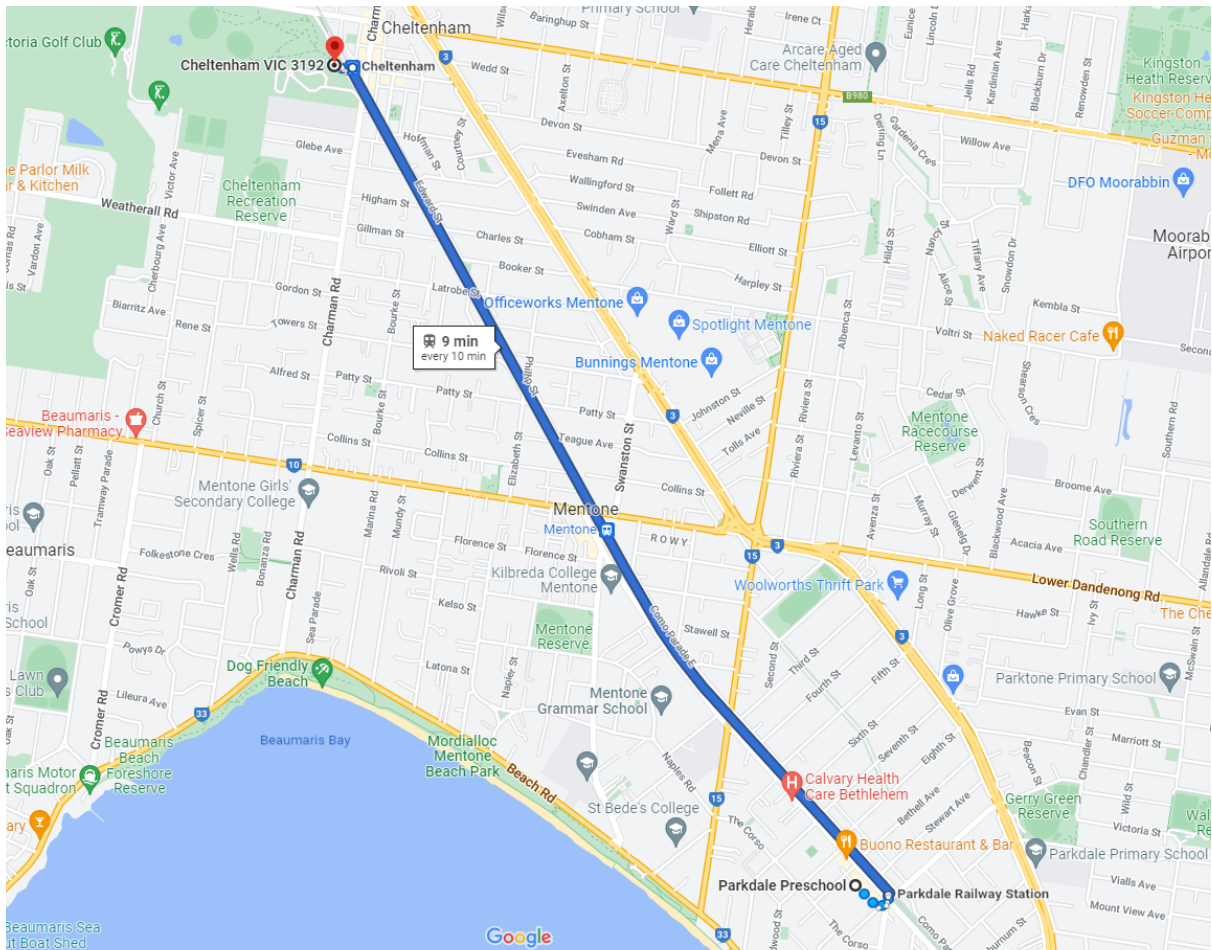
KEY	
Safe Relocation Site	
Assembly Point	
Evacuation Routes	
Emergency Pick-Up Area	
Bush Kinder Base	

BEACH KINDER

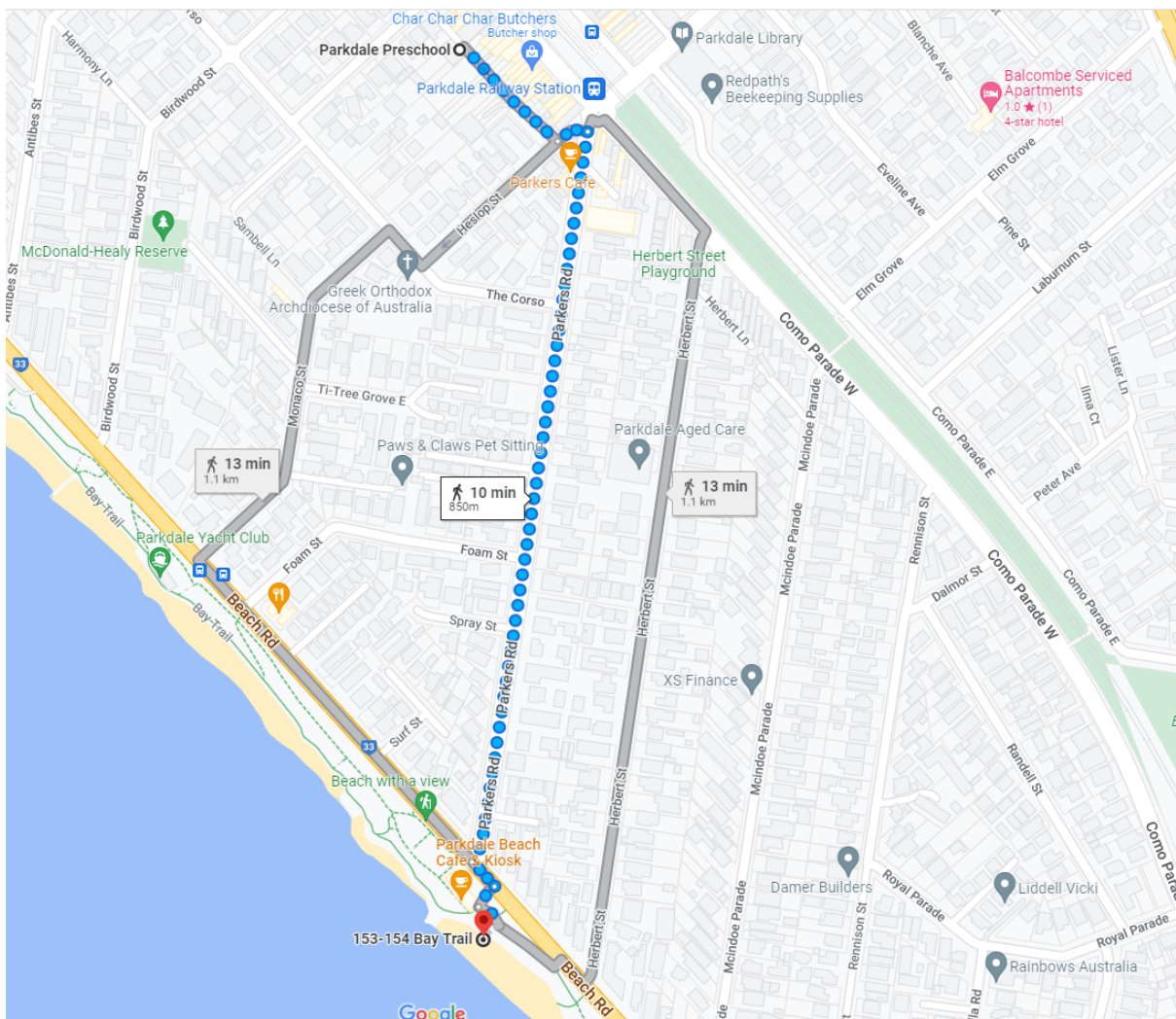


KEY	
Safe Relocation Site	
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Attachment 2: Bush/Beach Kinder Transport Route BUSH KINDER



BEACH KINDER



Authorisation

Endorsed by the Parkdale Preschool Committee of Management in March 2022.

Review Date: February 2023



Parkdale Preschool would like to acknowledge Westgarth Kindergarten for their support in reviewing this policy.