



# DELIVERY AND COLLECTION POLICY

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(Nature Kinder Specific)

## PURPOSE

This policy is a special circumstance policy, which augments the main Kallista Kindergarten Delivery and Collection of Children Policy and should be read in conjunction with that policy. This Nature Kinder policy details the specific delivery and collection requirements and procedures for children attending the Nature Kinder program. This policy lists only those requirements that are different to the main Kallista Kindergarten Delivery and Collection of Children Policy.

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

## POLICY STATEMENT

### 1. VALUES

Kallista Kindergarten 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 Kallista Kindergarten.

### 3. BACKGROUND AND LEGISLATION

#### Background

Refer to Background and Legislation of main Delivery and Collection of Children Policy for legislative requirements in relation to Duty of Care, Supervision and Collection of Children.

#### Legislation and standards

Relevant legislation may include but is not limited to:

- *Education and Care Services National Law 2010*
- Education and Care Services National Regulations 2011
- National Quality Standard.

## DEFINITIONS

**Attendance Sheet:** The sheet provided by the Kindergarten for the person who delivers and collects the child from the kindergarten, 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 Kindergarten. For Nature Kinder, the attendance sheet is located at the Nature Kinder site.

**Bush Kinder Site:** The Bush Kinder site is **192 Hotham Rd Elsternwick**. Refer map at Attachment 1. Parking for drop off and collection is on Hotham St at the front entrance of the gardens.

**Delivery / Drop-off Point:** The drop off point is at the home base at the area shown on the map at Attachment 1.

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

**Parking Area:** Parking is available. (See map at Attachment 1).

**Pick-up /Collection Point:** The collection point is the same as the drop off/delivery point at front entrance of Ripponlea Estate 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), staff will notify parents by broadcast SMS of the new location for collection, refer to evacuation plan policy.

**Pick-up/Collection Procedure:** Refer to Procedures section.

## SOURCES AND RELATED POLICIES

### Sources

Better Health Channel: Child safety 'Children and animals' ([www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au))

Department of Economic Development, Jobs, Transport and Resources: 'Living safely with dogs'

### Kindergarten policies

- Excursion & Regular Outing Policy
- Nature Kinder Delivery and Collection of Children Policy (Nature Kinder Specific)
- Nature Kinder Protective Clothing Policy (Nature Kinder Specific)\
- Nature Kinder Cancellation Policy (Nature Kinder Specific)
- Nature Kinder Identification and Visibility Policy (Nature Kinder Specific)
- Nature Kinder Emergency Evacuation Policy (Nature Kinder Specific)
- Nature Kinder Snake Awareness Policy (Nature Kinder Specific)
- Occupational Health & Safety Policy
- Incident, Illness, Trauma & Illness Policy
- Sun Protection Policy
- Water Safety Policy
- Supervision of Children Policy
- Child Safe Environment Policy

## PROCEDURES

**The Committee is responsible for:**

- Providing parents/guardians with information regarding the procedures for delivery and collection of their children to and from Nature Kinder, and a summary of this policy prior to their child/ren's attendance at Nature Kinder.
- Ensuring that a copy of this policy is available on request and is easily accessible to parents/guardians and staff at all times.
- Providing staff with an attendance book that meets the requirements of the CSR r29
- Ensuring that all parents/guardians are aware of this policy and are provided access to the policy at orientation sessions, in written Nature Kinder material and on the Nature Kinder 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/guardians of the policy content as required.

#### **Parents/guardians 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 Nature Kinder, such as siblings of a child attending Nature Kinder.

#### **Delivery**

Staff are responsible for:

- Ensuring the attendance sheet is located with the nominated staff member
- Checking the clothing of children arriving at Nature Kinder and refusing entry if clothing is not appropriate for Nature Kinder (Refer to Protective Clothing Policy)
- Checking the attendance book after all children have arrived (approximately 20 minutes after the commencement of the session) and if required, completing entries as per the requirements of CSR r29(2). This includes checking that children who are signed in are in attendance.
- Reminding parents/guardians or authorised persons who do not complete the attendance book of the procedures for the delivery and collection of children from Nature Kinder.

Parents/guardians are responsible for adhering to the following delivery procedure:

- Sign the child in using the attendance book and record the time of arrival
- Place child's bag/backpack with change of clothes (refer to Protective Clothing Policy) under tarp/tent
- Place child's water bottle in the designated area for water
- Take child to arrival mat for seating until all children have arrived. Children will assemble here until most children have arrived and the Nature Kinder session formally commences
- Ensure the staff are aware your child is in attendance.

**Note:** If on arrival, Nature Kinder is not set up on site, this means that the session has been relocated to Kindergarten (for example, due to extreme forecast weather or staff absence)

## Collection

Staff are responsible for:

- Ensuring the attendance sheet is located with the nominated staff member.
- Notifying parents by broadcast SMS if the Nature Kinder group has been forced to change locations due to safety reasons (e.g. extreme weather), and advising them of the new location for collection.
- Checking the attendance sheet as soon as is practicable after all children have departed and, if required, staff will complete entries as per the requirements of the CSR r29(2)
- Requesting parents/guardians 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/guardians are responsible for:

- i. Adhering to the following collection procedure:
  - Sign the child out using the attendance book and record the time.
  - 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 Nature Kinder site.
  - Collect the child's belongings (bag, water, hats).
- ii. Being mindful of not distracting/speaking with staff until all of the children have departed.
- iii. ***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 proprietor (committee) will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Nature Kinder program. This can be facilitated through discussions and the annual centre survey.
- 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: Nature Kinder Map

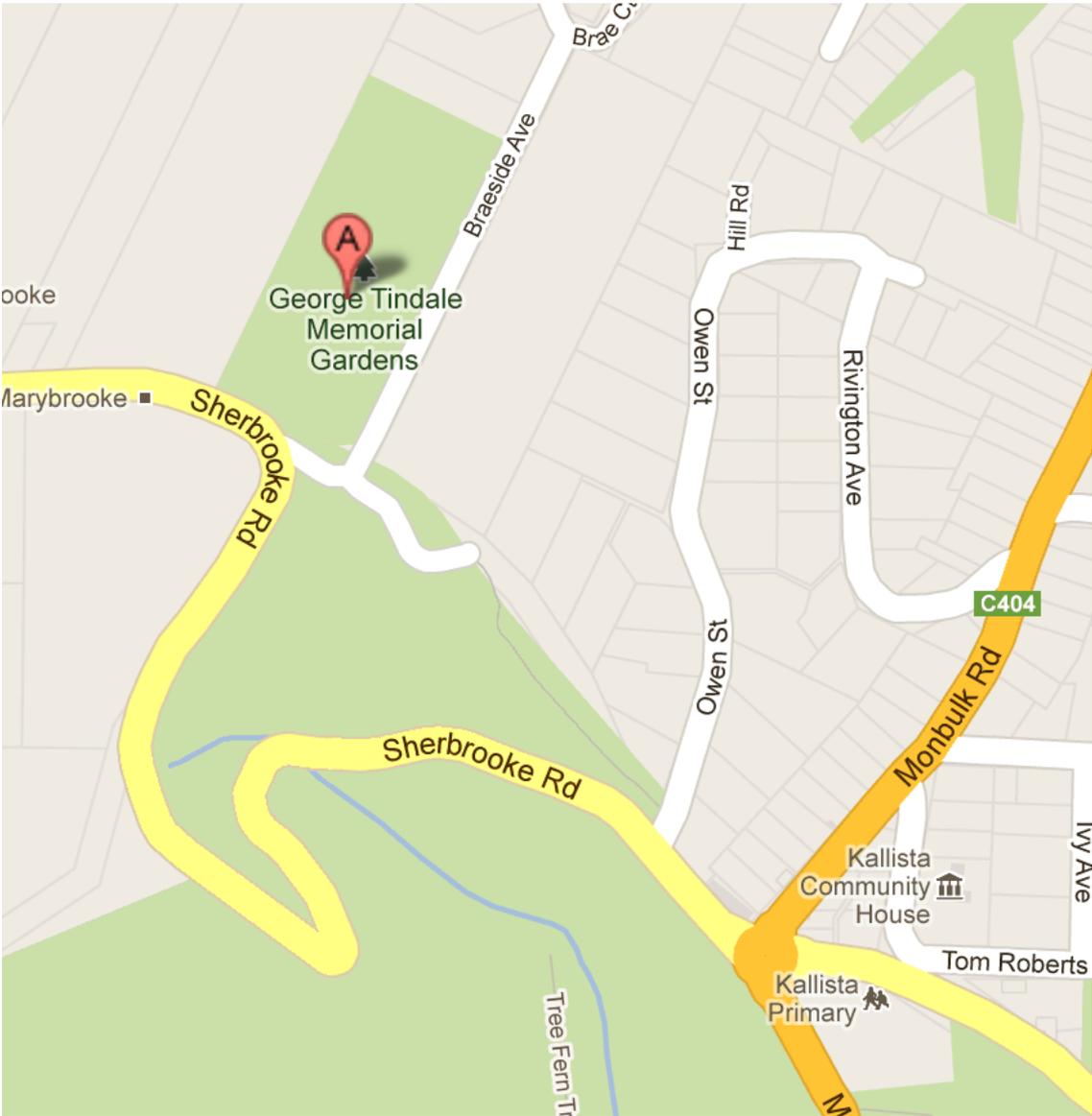
Attachment 2: Collection and Drop off points

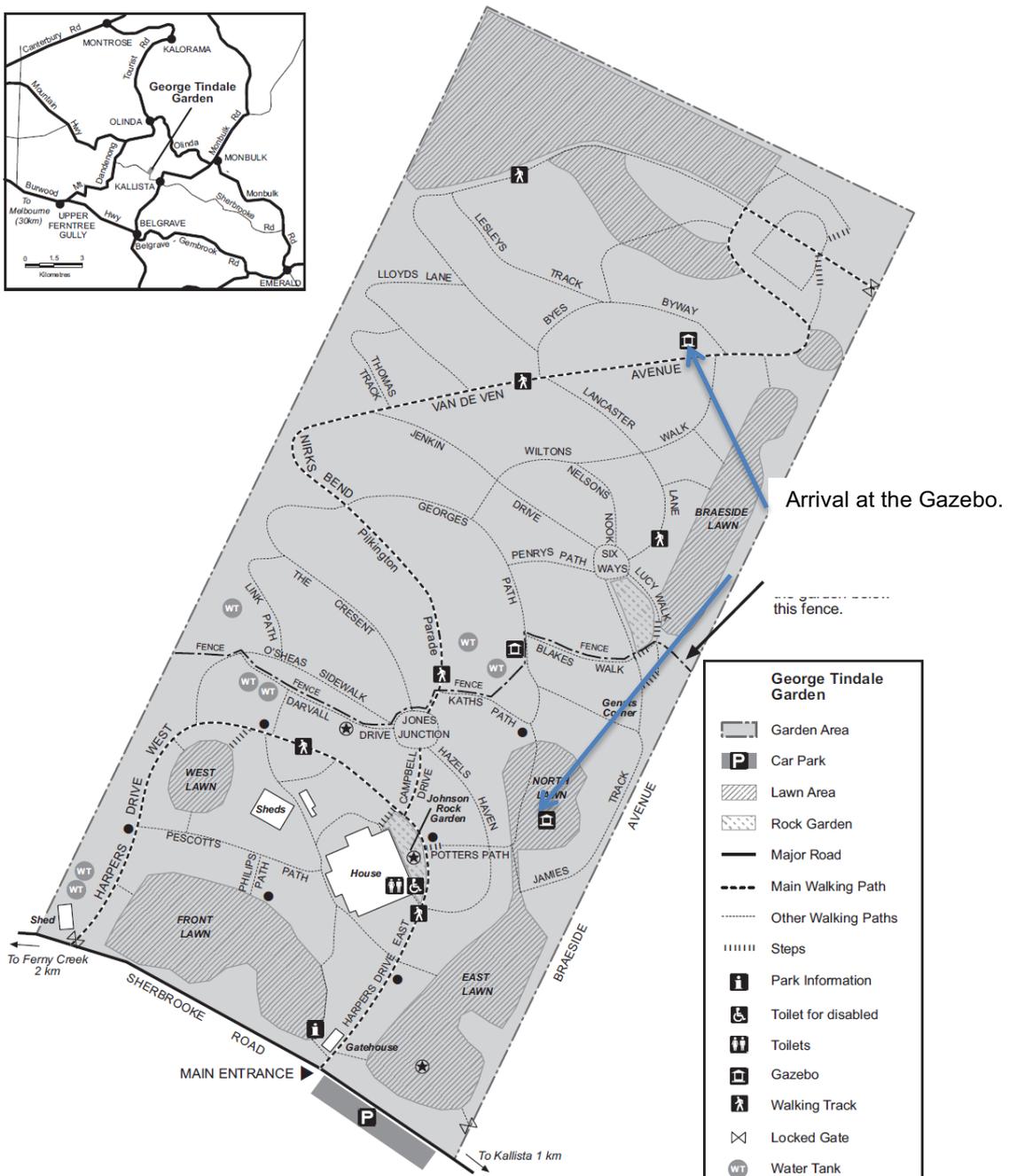
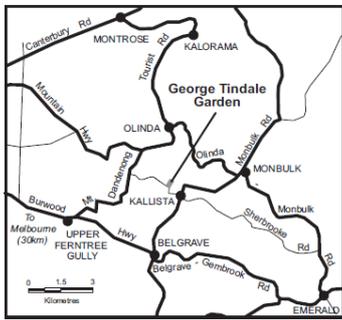
## AUTHORISATION

The policy was adopted by the Approved Provider of Kallista Kindergarten on April 2013.

**REVIEW DATE:** [DAY]/[MONTH]/[YEAR]

Attachment 1: Location





Arrival at the Gazebo.

this fence.

**George Tindale Garden**

- Garden Area
- Car Park
- Lawn Area
- Rock Garden
- Major Road
- Main Walking Path
- Other Walking Paths
- Steps
- Park Information
- Toilet for disabled
- Toilets
- Gazebo
- Walking Track
- Locked Gate
- Water Tank
- Lamp
- Sculpture

0 15 30 METRES

Cartography by Spatial Vision & Parks Victoria 2004 M7184

Parking

Updated June 2004  
 Victoria The Place To Be