

SOMERTON PARK KINDERGARTEN
3 Grantham Rd, Somerton Park 5044
Ph: 8296 1503
E-mail: dl.5669.director@schools.sa.edu.au



Delivery and Collection of Children Policy

A condition of enrolment is that the child is required to participate fully in the education program arranged and approved by the enrolling kindergarten. This means attendance and participation at sessions the child is enrolled in. Regular attendance helps your child/children develop friendships, be successful in their learning and develop routines which are necessary in daily life.

Procedures

Arrival and departure of children at kindergarten

Children need to arrive at kindergarten from 8.15am. On arrival the adult responsible for the child is required to sign the child in, in the Daily Attendance Folder. The Tamborine will be rung before 9.00am and the children will be gathered inside for their morning meeting. Children **are not to arrive before 8:15am** as the staff cannot assume duty of care until that time.

At the end of the session parents or carers are to collect their children **no later than 3.45pm**. The adult collecting the child is required to sign the child out before leaving the site. We understand that surrounding schools have different finish times and this can create difficulties for parents when collecting school and kindy children, please feel free to collect your child at a time that suits your family within our session times.

As we are still working with the children, we ask that you remain on the verandah and wait for one of our educators to open the door and send your child out to you.

We ask that you contact us if you will be late so that we can let your child know and reassure them.

Inform the kindergarten staff by phone if your child will not be attending a session for whatever reason.

If you cannot collect your child from kindergarten, please inform staff about who will be. Staff will document this information to ensure the safe collection of a child. A diary is placed in the kitchen area for staff to record details of who will be collecting their child on any given day if it is not the parent.

Please keep in mind we are legally unable to release your child to anyone who is not authorised on the enrolment form.

Please see the Director to make amendments to the form if needed. If possible, please introduce this person to staff so we are aware of them. If this is not possible, this person will be required to show personal identification such as a drivers licence, and you may be contacted to confirm this collection.

If a child is collected from kindergarten after 3:45pm, at the Directors discretion a late fee payment may be issued to the enrolling parent/caregiver. This has been set as \$5 then ongoing at \$2 per minute for every minute the child remains in the kindergartens care.

Kindergarten staff are responsible to work together with families to improve the percentage of children attending each session

- We are required to collect enrolment data using the approved Preschool Enrolment form, and ensure that an accurate attendance record is maintained for each child, every day. This is to fulfil the requirements of the department's resource allocation, such as staffing, and national reporting processes. This occurs through entry of data on the online Early Years System (EYS).
- Appropriate codes will be used to record absences, and follow up irregular attendance will occur by working together with families to improve the attendance of their child/children.

Date approved by Governing Council: 28/7/2016

Date Review Due: 28/7/2018