

### PURPOSE

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

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

### POLICY STATEMENT

#### 1. Values

South Kingsville Preschool is committed to:

- Ensuring the safe delivery and collection of children participating in the Bush Kinder program; and
- Fulfilling a duty of care to all children participating in Bush Kinder Program.

#### 2. Scope

This policy applies to parents/guardians, staff, committee members, authorised persons, volunteers and students on placement working at South Kingsville 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.

#### Legislation

Relevant legislation may include but is not limited to:

*Education and Care Services National Law 2010 (Vic)*  
*Education and Care Services National Regulations 2011 (Vic)*  
*Children, Youth and Families Act 2005*  
*Child Wellbeing and Safety Act 2005*  
*Family Law Act 1995*

#### 4. Definitions

**Attendance Book:** The book provided by the Centre for the person who delivers and collects the child from the Centre, or a staff member, to sign and record the time of arrival and departure of each child being cared for or educated by the Centre.

**Bush Kinder Site:** The Bush Kinder site is located in Newport Lakes Reserve. Walking

entry to the site is in Percy St Newport.

**Delivery/Drop-off Point:** The drop off point is in Newport Lakes Reserve, at the area designated by a yellow pin or red circle as shown on the map at Attachment 1.

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

**Pick-up /Collection Point:** The Bush Kinder Program is run as a morning session. However, in the event that Bush Kinder is held as an afternoon session or where a child is being collected from the Bush Kinder session early, the collection point is the same as the Delivery/Drop-off Point at the Bush Kinder Site in the Newport Lakes Reserve 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), parents/guardians will have been notified by broadcast SMS of the new location for collection, refer to evacuation plan policy.

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

**Refusal of Entry:** On arrival at Bush Kinder for signing in, a child may be refused entry if clothing is not appropriate for Bush Kinder (Refer to *South Kingsville Preschool Bush Kinder Program - Protective Clothing Policy*)

### 5. Sources and Related Centre policies

#### Centre Policies

*Delivery & Collection of Children Policy* (main kindergarten policy)  
*Bush Kinder Program - Extreme Weather Policy*  
*Bush Kinder Program - Protective Clothing Policy*  
*Bush Kinder Program - Emergency Evacuation Policy*  
*Hygiene Policy*  
*Inclusion and Equity Policy*  
*Participation of Volunteers and Students Policy*  
*Supervision of Children Policy*  
*Excursions and Service Events Policy*

### PROCEDURES

#### General

#### The Approved Provider is responsible for:

- Providing parents/guardians with information regarding the procedures for delivery and collection of their children to and from Bush Kinder, and a summary of this policy prior to their children's attendance at Bush 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 record that meets the requirements of the *Education and Care Services National Regulations 2011 (Vic) r158*
- Ensuring that all parents/guardians being aware of this policy and are provided access to the policy at enrolment and on the Bush Kinder website, and made available upon request.

- Ensuring staff and volunteers are appropriately educated on procedures detailed in this policy.

### **The Nominated Supervisor is 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 children who are not enrolled in Bush Kinder, such as siblings of a child attending Bush Kinder.

### **Delivery**

#### **Nominated Supervisor, Certified Supervisors and all other Bush Kinder Staff are responsible for:**

- Ensuring the attendance book is located at the drop off area.
- Checking the clothing of children arriving at Bush Kinder and refuse entry if clothing is not appropriate for Bush Kinder (Refer to *Bush Kinder Program - 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 *Education and Care Services National Regulations 2011* (Vic) r158(c)(ii). 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 Bush Kinder.
- Regularly conducting head counts

#### **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 *Bush Kinder Program - Protective Clothing Policy*) on the tarp (or under if wet conditions);
- Ensure the staff are aware that your child is in attendance.

**Note:** If on arrival, Bush Kinder is not set up on site, this means that the session has been cancelled (for example, due to extreme forecast weather or staff absence) and the kindergarten session will take place at the Centre.

### **Collection**

In the event that Bush Kinder is held as an afternoon session or where a child is being collected from the Bush Kinder session early:



## **BUSH KINDER: DELIVERY AND COLLECTION POLICY**

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SOUTH KINGSVILLE  
Pre SCHOOL

**Nominated Supervisor, Certified Supervisors and all other Bush Kinder Staff are responsible for:**

- Ensuring the attendance book is located with the nominated staff member;
- Notifying parents by broadcast SMS if the Bush Kinder group has been forced to change locations due to safety reasons (eg extreme weather) and advising them of the new location for collection;
- Checking the attendance book as soon as is practicable after all children have departed and, if required, staff will complete entries as per the requirements of *Education and Care Services National Regulations 2011 (Vic) r158(c)(ii)*;
- 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 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 Bush Kinder site;
- Collect the child's belongings (bag, water, hat);
- Being mindful of not distracting/speaking with staff 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 will:

- Where deemed appropriate, encourage feedback regarding this policy and its implementation with parents/guardians of children participating in the Bush Kinder program.
- 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.
- Notify parents/guardians at least 14 days before making any substantial changes to this policy, which would impact on the care and supervision of children.

### **ATTACHMENTS**

Attachment 1: Bush Kinder Map



## **BUSH KINDER: DELIVERY AND COLLECTION POLICY**

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### **AUTHORISATION**

This policy was approved by the South Kingsville Preschool at a committee meeting on

18<sup>th</sup> April 2017

**REVIEW DATE: April 2019**







# BUSH KINDER: DELIVERY AND COLLECTION POLICY

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## BUSH KINDER MAP - NEWPORT LAKES RESERVE



	South Kingsville Preschool Bush Kinder Site
	Entrance Gates

