

**J.S. GREY KINDERGARTEN ASSOCIATION, INC.**  
**Nature Explorers Bush Kinder - Delivery & Collection Policy**  
Mandatory – Quality Area 2

**Purpose**

This policy intends to outline the relevant procedures regarding the delivery and collection of children to and from the Nature Explorers bush kinder sessions.

**Policy Statement**

*1. Values*

J.S Grey Kindergarten is committed to providing children with access to an educational program which is aimed at ensuring the safe delivery and collection of children participating in Bush Kinder. In accordance with our duty of care and regulatory compliance, the learning community which consists of, parents, staff, committee members, authorised persons, volunteers and students on placement working at J.S Grey Kindergarten, must adhere and fully participate in the implementation of such policies.

*2. Scope*

This policy applies to parents, staff, committee members, authorised persons, volunteers and students on placement working at J.S Grey Kindergarten.

*3. Background and legislation*

*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

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

*Related kindergarten policies*

The Kindergarten policies have been formed to ensure best practice and the delivery of a quality educational program.

- Delivery & Collection of Children (main kindergarten policy)
- Excursion & Regular Outing Policy
- Bush Kinder Protective Clothing Policy (Bush Kinder Specific)
- Bush Kinder Extreme Weather Policy (Bush Kinder Specific)
- Bush Kinder Identification and Visibility Policy (Bush Kinder Specific)
- Bush Kinder Emergency Evacuation Policy (Bush Kinder Specific)
- Bush Kinder Dog Awareness Policy (Bush Kinder Specific)
- Occupational Health & Safety Policy
- Incident, Illness, Trauma & Illness Policy
- Clothing Policy
- Sun Protection Policy
- Water Safety Policy
- Supervision of Children Policy

#### 4. Definitions

**What is an attendance sheet:** The sheet 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 actual time of arrival and departure of each child being cared for or educated by the centre. Used as a back up should the electronic methods fail.

**Bush Kinder Site:** Egan Reserve (34-36 Strettle St, Thornbury VIC 3071)

- In the event of the Extreme Weather Policy being actioned the location will be moved and relocated to **Reservoir West Guides Hall located at 73 Leamington St, Reservoir, VIC, 3073.**

**Delivery / Drop-off Point:** The drop off point is at Egan Reserve, a designated meeting point before any and all regular outings (please refer to excursions & regular outings policy).

**Pick-up /Collection Point:** The collection point is the same as the drop off/delivery point. If for any reason the program has to relocate (eg. due to safety reasons), staff will notify parents via SMS of the new location for collection (refer to evacuation plan policy for more information).

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of education and care services to maintain a correct running record of all those attending the service.

#### 5. Procedures

*The Committee is responsible for:*

- Providing families with information regarding the procedures for delivery and collection of children prior to the commencement of the program.
- Ensuring that a copy of this policy is available on request and is easily accessible to parents and staff at all times.
- Ensuring staff are provided with a functioning tablet and mobile phone.
- Ensuring staff and volunteers are appropriately educated on procedures detailed in

this policy.

- Ensuring staff can competently carry out the procedures outlined in this policy.

*The **Staff** are responsible for:*

- Ensuring that the tablet is accessible for digital sign in and out procedures.
- Checking the tablet prior to the commencement of the session.
- Maintaining a physical attendance sheet in the event the tablet malfunctions.
- Ensuring that all parents and families have the NEBK mobile phone number ( **0419 441 769** )
- Reminding families or authorised persons for the delivery and collection procedures of children.
- Strategically positioning any attending parents and volunteers, who may attend a session, around the site to ensure optimal visibility.

*The **Parents** are responsible for:*

- Signing their child/ren in and out using the digital format on the tablet provided.
- Ensuring the staff have been made aware of your child's attendance. In addition, any relevant information relating to your child/ren's wellbeing have been relayed.
- Saving the NEBK mobile phone number ( **0419 441 769** ) and informing staff if there is a delay to drop off or collection.

## 6. Evaluation

In order to assess whether the policy has achieved the values and purposes the Committee, in association with all stakeholders will aim to:

- Seek feedback regarding this policy and its implementation with the families of the children participating in the Bush Kinder program. This can be facilitated through discussions and annual reviews.
- Professional assessment, critical evaluation and reflection of staff observations and documentation.
- Regularly review the policy and centre practices to ensure they are compliant with new legislation, research or best practice procedures.

*This policy will be reviewed every year by a formal Committee review in, unless deemed necessary earlier.*

Endorsed by the J S Grey Kindergarten Committee of Management on: 7<sup>th</sup> March 2022

**REVIEW DATE:** 03/02/2022

**NEXT REVIEW DATE:** 03/02/2023