



BUSH KINDER - Delivery and Collection of Children

PURPOSE

This Bush Kinder policy details the specific delivery and collection requirements and procedures for children attending a Bush Kinder program. Only those requirements that are different to the main Shine Bright EYM 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

Shine Bright Bush Kindergarten Programs are 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

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.

2. SCOPE

This policy applies to parents/guardians, staff, volunteers and students on placement working at Shine Bright Bush Kinder Programs.

3. BACKGROUND AND LEGISLATION

Background

Refer to Background and Legislation of the main Delivery and Collection of Children Policy for legislation 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 and Regulations
- National Quality Standards – Quality Area 2
- 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. At Bush Kinder, the attendance book is located with the nominated staff member.
- **Delivery / Drop-off Point:** A sign will be placed at the entry to the bush kindergarten site. The drop off point is at the home base as designated in the orientation session at the Bush Kinder site. Parents should enter the site with great caution to ensure children are not impacted by vehicles at the site. Parents should drive into the parking area designated and supervise children carefully around cars both to and from the bush kinder site.

- **Pick-up /Collection Point:** The collection point is the same as the drop off/delivery point at the area shown on the map. If the Bush Kinder group has been forced to change locations due to safety reasons (e.g. 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 Protective Clothing Policy)
- **Regular Outing:** A location that the service visits regularly as part of an educational program and where the circumstances are covered by the risk assessment are the same on each trip. If the excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.

5. SOURCES AND RELATED POLICIES

Service Policies

- Delivery & Collection of Children (main Shine Bright EYM policy)
- Bush Kinder Extreme Weather (Bush Kinder Specific)
- Bush Kinder Protective Clothing (Bush Kinder Specific)
- Bush Kinder Snake Awareness Policy (Bush Kinder specific)
- Emergency & Evacuation Policy
- Occupational Health and Safety Policy
- Incident, Injury, Trauma and Illness Policy
- Sun Protection Policy
- Water Safety Policy
- Supervision of Children Policy
- Child Safe Environment Policy

PROCEDURES

General

Approved Provider - Shine Bright EYM 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 child/ren'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.
- Ensuring staff and volunteers are appropriately educated on procedures detailed in this policy.

The Nominated Supervisor and other 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 Shine Bright EYM
- 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 staff and Shine Bright EYM
- Supervising their child/ren not enrolled in Bush Kinder, such as siblings of a child attending Bush Kinder.

Delivery

The Nominated Supervisor and other Staff are responsible for:

- **Ensuring the mobile phone is available and fully charged**
- Ensuring the attendance book is located with the nominated staff member for sign in
- Meeting the children and parents/guardians at the waiting area at the commencement of the session
- Checking the clothing of children arriving at Bush Kinder and refuse entry if clothing is not appropriate for Bush Kinder (Refer to Protective Clothing Policy)
- Checking the attendance book after all children have arrived and if required, completing entries as per the requirements of reg. 158. 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 to do so.

Parents/guardians are responsible for:

- Ensuring that the designated mobile phone number provided for all communication is checked regularly for updates regarding possible session cancellation or a move to alternate site. Phones should be checked on the evenings prior to bush sessions and prior to departure to the Bush Kindergarten each morning.
- Adhering to the following delivery procedure:
- Sign the child in using the attendance book and record the time of arrival
- Ensure the staff is aware 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)

Collection

The Nominated Supervisor and other 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 (e.g. extreme weather) 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 the reg. 158
- 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:
- Signing children out using the attendance book 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 Kinder site.
- Collect the child's belongings (bag, water bottle, clothes)
- 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.
- Driving away from the area following both drop off and pick up safely, at a slow speed and checking all car mirrors for children in the vicinity

Evaluation

In order to assess whether the policy has achieved the values and purposes Shine Bright EYM staff will:

- Seek feedback regarding this policy and its implementation with parents/guardians of children participating in the Bush Kinder program.
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

Authorisation

This policy was approved on January 2022

Review date: 2025