Arrival and Departure
Policy Statement 2

Aim:
To ensure the safe arrival and departure of children within the Nest. To ensure that staff are properly informed about each child’s location and welfare.

Explanation:
The safety and welfare of children in the Nest is an important priority for all staff and community members. It is very important that staff know who is dropping off and picking up children from care.
Staff will act to ensure that children are safe and being picked up or dropped off by a primary or nominated carer.

Action:
- Kindergarten children must be brought into the Nest by a parent or guardian and sign in at the appropriate home group. Staff members will record all children’s arrivals on the appropriate role sheet.
- An adult must collect the child from the centre unless prior arrangements for an older sibling to collect the child have been made with staff.
- If someone other than the regular pick up person is to collect a child:
  - Parent or guardian to write down details on the “messages for staff” clipboard; or
  - Parent or guardian to telephone or email the kindergarten to give details of who is to collect the child. Staff member to record in the “Parent Diary”.
- Child will not be released into the care of anyone unless prior notification is given – staff to phone parent or guardian for confirmation before allowing child to leave.

Principal

Governing Council