



2.12 KINDER & SCHOOL PICK UP/DROP OFF

Purpose Statement

Windermere is committed to working together with families to optimise a child's learning and development through accessing a variety of education and care programs. Participation in kindergarten and school is both encouraged and supported and educators will assist with 'drop off' and 'pick up' as required.

Scope

This policy applies to all salaried full time and part time staff (including casuals), educators and contractors.

Definitions

Kindergarten – an education and care program offered to young children in the year prior to school entry.

CCB – Child Care Benefit

School Child – (for CCB purposes) includes children who attend primary or secondary school and/or who is on a break from school (ie school holidays) with the intention of returning after the break.

Policy Statement

TO ENSURE CHILDREN ACCESSING KINDERGARTEN AND/OR SCHOOL, DURING FAMILY DAY CARE APPROVED HOURS, ARRIVE AND DEPART SAFELY IN LINE WITH PRE-APPROVED ARRANGEMENTS

Procedures

Kindergarten

1. A routine outing form and risk assessment must be completed annually for any kindergarten drop off and/or pick ups. *Please refer to the Excursions/Outings procedure for more detailed information and a copy of the risk management plan and parent permission form.*
2. Educators must deliver and collect children from inside the kindergarten.
3. Educators must be on time for all pick ups and drop offs.
4. Educators are to sign the Kindergarten Attendance Record at drop off and pick up.
5. Educators must make themselves available to talk with the kindergarten staff about the child's day and report this back to the family
6. Educators should make themselves available to listen to and talk to the children about their day and provide support where appropriate.
7. Educators shall practice and model good road safety and use school crossings at all times.
8. Educators are entitled to normal childcare rates while a child is at kindergarten if:



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- a. They deliver to and collect the child from the kindergarten.
- b. The educator is available for the child should they be contacted while the child is at kindergarten.
- c. The kindergarten session is not held in a Long Day Care centre.
- d. The child would normally be in care if not at kindergarten.

NOTE: Refer to Fees Procedure for more detailed information.

NOTE: The kindergarten may also be claiming CCB if they are CCB approved. Payment of CCB will then be dependent on the parent/guardians eligible hours (i.e. if they do not have enough hours for both services, CCB will be paid on nominated service only). If hours have not been nominated by the parent; it would then normally be paid, in the first instance, to the CCB approved preschool service.

School

1. Families are required to notify the Family Assistance Office when their child starts school.
2. A routine outing form and risk assessment must be completed annually for any school drop off and/or pick ups. Please refer to the Excursions/Outings procedure for more detailed information and a copy of the risk management plan and parent permission form.
3. The educator will need to add School Transport to their list of Routine Excursions if they themselves are providing this transport.
4. Educators should ensure that children arrive at school no more than 15 minutes before the start bell or as agreed in writing with the parent/guardian.
5. Educators should be at the school for collection of the children when the bell signals the end of the day or as agreed in writing with the parent/guardian.
6. Prep children are to be delivered and collected from the door of the classroom for at least the first term, unless otherwise directed by the school / parent/ guardian.
7. A permanent designated point where the educator will meet the children is to be set.
8. Educators shall practice and model good road safety and use school crossings at all times.
9. Students are permitted to walk unaccompanied, or take a bus, to and from the educator's house with the written permission of the parent/guardian by completing a School Children Arrival and Departure form (see attached). Students are expected to go directly to the educator's house. The School Children Arrival and Departure form includes an expected arrival time and an action plan to follow if the child does not arrive.
10. A suitable quiet place should be provided for school children to do homework.
11. Educators should make themselves available to listen to and talk to the children about their day and provide support where appropriate.



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Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011

Related Policies & Links

- Excursions/Outings Procedure
- Fees Procedure
- Excursion Risk Management Plan and Parent Permission Form
- School Children Arrival and Departure Form

Early Childhood Education and Care Services

School Children – Arrival & Departure Form



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|------------------|--|
| Educator's Name: | |
|------------------|--|

When school aged children are walking to and from school, their Educator and parent/guardian are required to complete this form which includes a plan for action to be taken if a child does not arrive at the required time.

Parents are to understand where arrangements are made and agreed on, Educators are not responsible for their child/ren once they have been signed out of care (before school) or until they are signed into care (after school).

| | | |
|---|---------------------|-----------------------------|
| Child/ren's Name/s: | | |
| 1. | 3. | |
| 2. | 4. | |
| School name, address and telephone number: | | |
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| If walking to school, what is the departure time from the Educator's home? | | |
| | | |
| If walking to Educator's home from school, what is the expected arrival time at the Educator's home? | | |
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| Action to be taken if child/ren does not arrive as planned: | | |
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| Parent's name: | Parent's signature: | Date: / / |

Points from relevant procedures:

4.9 CHILDREN ATTENDING KINDERGARTEN / SCHOOL

- Students are permitted to walk unaccompanied, or to take a bus, to and from the Educator's house with the written permission of the parent/guardian. Students are expected to go directly to the Educator's house. The written permission should include an expected arrival time and an action plan to follow if the child does not arrive. See the *Missing Children* policy for more information.

9.3 MISSING CHILDREN

- Educators caring for school aged children who walk from school to the Educator's home, or who are met at a bus stop, are required to complete a 'school children – arrival and departure form' in consultation with parent/guardian and signed by parent/guardian.
- If a school aged child does not arrive on time, the Educator should put the action plan from the 'school children – arrival and departure form' into operation.