

4.1 DELIVERY AND COLLECTION OF CHILDREN

Policy

A Family Day Care Educator must ensure that a child who is being educated and cared for by the educator as part of a family day care service does not leave the residence or approved family day care venue except in the following circumstances:

- The child is given into the care of a parent or authorised nominee named in the child's enrolment record, or a person authorised by a parent or authorised nominee named in the enrolment record.
- Is taken on an excursion/regular outing with prior written permission from a parent or authorised nominee named in the child's enrolment record.
- The child requires medical, hospital or ambulance care or treatment.
- Because of another emergency.

In this policy "*parent*" does not include a parent who is prohibited by a court order from having contact with the child.

Procedures

1. A parent/guardian must name in the child's enrolment record any adult they authorise to collect their child from the education and care service, the family day care residence or approved family day care venue or from the educator at an excursion destination.
2. Notice should be given to an educator when children are to be given into care of an authorised adult.
3. The educator and scheme staff must retain a copy of any court orders in place relating to a child in care.
4. A child in care must be signed in and out of the educator's care by the parent/guardian or authorised nominee.
5. In the event of unforeseen circumstances whereby the parent/guardian or authorised nominee is not able to collect the child from care, the parent may notify the educator in writing that another adult will be collecting the child from care. The educator must sight suitable identification from this adult when the child is collected, and the parent must complete an additional authorised nominee form as soon as practicable.
6. A child taken to or collected from school or kindergarten by an educator must be signed into or out of care by the educator.
7. A child who travels to/from school unaccompanied by the educator must be signed into/out of care at the time of departure/arrival by the educator.
8. A parent/guardian must complete a "Before and After School Travel Authority" if a school child is required to travel unaccompanied by the educator, to or from school.
9. If a school aged child has not arrived at the designated destination, the educator must notify the parent/guardian and co-ordination unit staff.

9.

4.1 Delivery and Collection of Children

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.36" + Indent at: 0.36", Tab stops: Not at 0.36"

Formatted: Indent: Left: 0.36", No bullets or numbering

10. The parent/guardian or authorised nominee must notify the educator as soon as practicable when there is a variation in the time of delivery or collection of child/children in care.
11. If an authorised person has not collected the child 30 minutes after the booked session of care, the family day care educator will contact the parent or authorised nominee to arrange for the child to be collected from care.
12. If the family day care educator is unable to contact the parent/s or authorised nominee within a period of two hours after the booked times, the educator will contact the Mackay Family Day Care staff.
13. If an authorised person arrives to collect the child and appears intoxicated or in an unfit state to drive, the family day care educator will:
 - Encourage the person to contact an alternative driver/taxi.
 - Offer to drive the child home at a later time; or
 - Note the vehicle registration number and notify the police if the person insists on driving with the child.
 - Contact Mackay Family Day Care staff.

Date Implemented	Review Date	Date Updated	Source
2009 May	2010 November 2012 May 2013 November 2015 May 2016 November 2018 May 2019 November 2020 March 2021 December	2016 November 2018 May 2018 September 2020 June	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011 • Child Care Service Handbook

4.1 Delivery and Collection of Children