



Delivery and Collection of Children Policy

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Purpose

To ensure there is a consistent and safe process for the arrival and departure of all children attending Little Footsteps Occasional Care.

Procedure

Dropping Off Children:

- Children must be signed in on the Xplor app or your personal phone via the same app.
- The parent / guardian must notify the staff and record on the attendance sheet if someone other than the parent or guardian will be collecting the child.

Picking up Children

- Children must be signed out at the end of each session.
- The person who is responsible for collecting the child must be registered on the enrolment form.
- No child will be released into the care of a person whom is not identified on the enrolment form without prior notice from the parent or guardian.
- Introducing the adult who may collect your child is ideal; where this is not possible identification is required.
- If the designated person fails to collect your child from the centre within 10 minutes of closing time and no contact has been made with the service the following procedure will take place:
 - We will contact the parents on the telephone numbers given.
 - If no contact can be made, the emergency contacts will be called in turn and asked to collect your child.
 - If emergency contacts can't be contacted staff will stay with your child until contact with parents can be made.
 - If contact is not able to be made with parents after a period of time staff, in consultation with the Puckapunyal and District Co-Ordinator and Committee, police will be contacted.
- A child may be taken from the service without parental consent if the child requires urgent medical treatment or if there is an emergency at the service. In these situations the child's parent/guardian will be notified as soon as possible