



Elizabeth Grove Children's Centre

**Children's  
Centre**  
for Early Childhood  
Development and Parenting

**E  
L  
I  
Z  
A  
B  
E  
T  
H  
  
G  
R  
O  
V  
E  
  
C  
H  
I  
L  
D  
R  
E  
N  
S  
  
C  
E  
N  
T  
R  
E**

## **ARRIVAL AND DEPARTURE FROM THE CENTRE**

Managed by: Jenny Fox	Responsible position: Director	Status: Approved
Contact position: Chairperson	Date approved 30/8/2016	Next review date: August 2019



Government  
of South Australia

## **1. TITLE**

### **ARRIVAL AND DEPARTURE FROM THE CENTRE**

## **2. SCOPE**

- The policy applies to all children enrolled in preschool and occasional care

## **3. DEFINITIONS**

- A parent in the policy does not include a parent prohibited by a court order from having contact with the child.
- A legal guardian can be substituted for the word parent in this document.

## **4. POLICY DETAIL**

### **4.1 ARRIVING AT THE CENTRE**

- Children arrive from the time the child is booked in to the centre.
- All children must be signed in by the person bringing the child with the time of arrival and signature noted if it is different to the time stated.
- The person bringing the child to the centre is responsible for the child until the child is signed in to the centre.
- A child cannot be left at the gate and sent in and must be brought in to the centre by the parent or authorised person (16 years or over) bringing the child to the centre.
- A person bringing the child is responsible for ensuring that the child's belongings have been put in the correct place upon arrival until the child is able to do this.
- A person bringing the child is responsible for ensuring the child has sunscreen on upon arrival at the centre if not done at home in appropriate weather as per the sun safety policy.

### **4.2 LEAVING THE CENTRE**

- Children leave the centre by the time the booked session ends.
- The person collecting the child must sign the child out of the centre with the exit time if it is different to the recorded time on the time on the attendance sheet.
- A child can only leave the centre:
  - With a parent guardian or authorised person on the enrolment form. In an emergency there is scope for a parent to phone the centre with certain requirements such as Id provided by the person collecting the child. In this case staff must be satisfied the parent who has contacted the centre and authorised the change due to an emergency. An email or text may be requested by the staff.
  - If on an excursion with written authorisation by the parent.
  - In an ambulance if the child has to be taken to hospital in which case the parent would be contacted.
- The staff may ask for ID of any person if not sure they are the person authorised to collect a child.

- A person under 16 years of age is not able to collect children and proof of age may be requested from anyone collecting a child.
- Staff may need to contact SA Police or Families SA in certain circumstances when a child is significantly late being collected.

### **4.3 EXCURSIONS**

*To be read in conjunction with other DECD and centre policies and procedures on excursions*

- Written authorisation must be obtained from parents for each excursion excepting regular outings to the school in which case an annual authorisation is obtained unless the activity significantly changes in which case an additional authorisation will be obtained.

*Review date August 2019*