

BUSH KINDER DELIVERY & COLLECTION OF CHILDREN POLICY

Farm Road Pre-school

National Quality Framework – Quality Area 2

PURPOSE

This policy is a special circumstance policy, which augments the main Farm Road Preschool Delivery & Collection of Children Policy and should be read in conjunction with that policy.

This Bush Kinder policy details the specific delivery and collection requirements and procedures for children attending the Bush Kinder program. Only those requirements that are different to the main Farm Road Preschool Delivery and Collection of Children Policy are listed here.

The requirements of the main Delivery & Collection of Children Policy are applicable to Bush Kinder, including for example, Late Collection of a Child, Authorisation Procedures and Procedures for Unauthorised Collection of Children.

POLICY STATEMENT

1. VALUES

Farm Road Preschool is committed to:

- Ensuring the safe delivery and collection of children participating in Bush Kinder
- Fulfilling a duty of care to all children participating in Bush Kinder

2. SCOPE

This policy applies to parents/guardians, staff, committee members, authorised persons, volunteers and students on placement working at Farm Road Preschool.

3. BACKGROUND AND LEGISLATION

Background

Refer to Background and Legislation of the main Delivery and Collection of Children Policy for legislative requirements in relation to Duty of Care, Supervision, and Collection of Children.

Legislation and standards

Relevant legislation may include but is not limited to:

- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- National Quality Standards

4. DEFINITIONS

Attendance Sheet: The sheet provided by the centre for the person who delivers and collects the child from the centre, or a staff member, to sign and record the actual time of arrival and departure of each child being cared for or educated by the centre. At Bush Kinder, the attendance sheet is located at the Bush Kinder site.

Bush Kinder Site: The Bush Kinder site is in the Kingston Heath Reserve, just off Farm Rd. Cheltenham, 3192. Refer to map at **Attachment 1**.

Delivery / Drop-off Point: The drop off point is at the open grassy area at the Bush Kinder site as shown on the map at **Attachment 1**.

Delivery/Drop-off Procedure: Refer to Procedures section.

Parking Area: Parking is available at the parking area as indicated on the map in **Attachment 1**.

Pick-up /Collection Point: The collection point is the same as the drop off/delivery point within Kingston Heath Reserve, please refer to the map in **Attachment 1**. If the Bush Kinder group has been forced to change locations due to safety reasons (e.g. extreme weather), parents will have been notified of the new location for collection by SMS from the Preschool's mobile phone. Please refer to the Emergency Evacuation Plan policy.

Pick-up/Collection Procedure: Refer to Procedures section.

Refusal of entry: On arrival at Bush Kinder for signing in, a child may be refused entry if clothing is not appropriate for Bush Kinder (Refer to Bush Kinder Protective Clothing Policy).

Regular outing: A location that the service visits regularly as part of an educational program and where the circumstances are covered by the risk assessment are the same on each trip. If the excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new

authorisation is required if there is any change to the circumstances of the regular outing.

5. SOURCES AND RELATED POLICIES

Service policies

- Delivery & Collection of Children (main kindergarten policy)
- Excursions & Service Events
- Bush Kinder Protective Clothing Policy (Bush Kinder Specific)
- Bush Kinder Extreme Weather Policy (Bush Kinder Specific)
- Bush Kinder Safety and Hygiene Policy (Bush Kinder Specific)
- Bush Kinder Emergency Evacuation Policy (Bush Kinder Specific)
- Bush Kinder Snake Awareness Policy (Bush Kinder Specific)
- Bush Kinder Dog Awareness Policy (Bush Kinder Specific)
- Occupational Health & Safety Policy
- Incident, Injury, Trauma & Illness Policy
- Sun Protection Policy
- Water Safety Policy
- Supervision of Children Policy
- Child Safe Environment Policy

PROCEDURES

General

The Committee of Management is responsible for:

- Providing parents with information regarding the procedures for delivery and collection of their children to and from Bush Kinder, and a summary of this policy prior to their child/ren's attendance at Bush Kinder
- Ensuring that a copy of this policy is available on request and is easily accessible to parents and staff at all times
- Ensuring that all parents being aware of this policy and are provided access to the policy at orientation sessions, in written Bush Kinder material and on the Preschool website, and made available upon request
- Ensuring staff and volunteers are appropriately educated on procedures detailed in this policy

The Nominated Supervisor, Persons in Day-to-Day Charge and other educators are responsible for:

- Reading this policy and ensuring that the procedures detailed in this policy are carried out.

- Bringing relevant issues to the attention of the Committee
- Reminding parents of the policy content as required
- Ensuring a Bush Kinder permission form has been completed for each child before they attend the first bush kinder session

Parents/guardians are responsible for:

- Reading and being familiar with the policy
- Bringing relevant issues to the attention of both staff and committee
- Supervising their child/ren who are not enrolled in Bush Kinder, such as siblings of a child attending Bush Kinder

Delivery

The Nominated Supervisor, Persons in Day-to-Day Charge, and other educators are responsible for:

- Meeting children and parents/guardians at the waiting area at the commencement of the session
- Ensuring the attendance sheet is located at the Bush Kinder site
- Checking the clothing of children arriving at Bush Kinder (Refer to Bush Kinder Protective Clothing Policy)
- Checking the attendance sheet after all children have arrived (approximately 20 minutes after the commencement of the session) and if required, completing entries. This includes checking that children who are signed in are in attendance
- Reminding parents or authorised persons who do not complete the attendance sheet of the procedures for the delivery and collection of children from Bush Kinder

Parents/guardians are responsible for:

- Adhering to the following delivery procedure
- Sign the child in using the attendance sheet and record the actual time of arrival
- Place child's bag/backpack with change of clothes (refer to Protective Clothing Policy) in nominated area
- Ensuring sunscreen has been applied to your child immediately before arrival or on arrival at bush kinder during required times as referred to in Farm Road Preschool sun smart policy
- All children will be provided an "identification" bracelet to wear for the duration of the Bush Kinder session. Parents are to ensure your child has this issued on arrival and placed on the child's wrist prior to commencement.

Note: If on arrival, Bush Kinder is not set up on site, this means that the session has been cancelled (for example, due to extreme forecast weather or staff absence) and the kindergarten session will take place at the usual location at Farm Road Pre-School.

Collection

The Nominated Supervisor, Persons in Day-to-Day Charge, and other educators are responsible for:

- Ensuring the attendance sheet is located at the Bush Kinder site
- Notifying parents via SMS from the Preschool's mobile phone if the Bush Kinder group has been forced to change locations due to safety reasons (e.g. extreme weather) and advising them of the new location for collection
- Checking the attendance sheet as soon as is practicable after all children have departed and, if required, staff will complete entries
- Requesting parents or Authorised persons wishing to speak with staff that they will need to wait until all of the children have departed
- Refer to main Delivery and Collection of Children Policy for full procedures relating to releasing children to Authorised persons, in the event of an Authorised person, (other than the child's immediate parents) taking the child.
- Advise of late collection fees should the parents or Authorised persons not adhere to collection times.

Parents/guardians are responsible for:

Adhering to the following collection procedure:

- Sign the child out using the attendance sheet and record the actual time of collection
- Ensure the staff are aware you have collected your child
- Be responsible for the supervision of the child once signed out, while still at the Bush Kinder site
- Collect the child's belongings (bag, water, clothes)
- Remove child's waterproof clothing and place in dirty clothing bag
- Being mindful of not engaging too long with staff and thus causing staff to be distracted until all of the children have departed.
- Refer to main Delivery and Collection of Children Policy for full procedures relating to collection by Authorised person, late collection and late collection fees.
- Driving away from the car park following both drop off and pick up safely, at a slow speed and checking all car mirrors for children in the vicinity.

EVALUATION

In order to assess whether the policy has achieved the values and purposes the proprietor (committee) will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual centre survey
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures

ATTACHMENTS

Attachment 1: Bush Kinder Map

Attachment 2: Bush Kinder Permission Form

AUTHORISATION

This policy was adopted by Farm Road Pre-School Committee of Management on 8th March 2022

REVIEW DATE: 8th March 2023 or as dictated by changes in regulations.

ATTACHMENT 1:

Bush Kinder Map – Kingston Heath Reserve Drop off point is end carpark.





ATTACHMENT 2

Wallaby Group Friday 8:30am – 12:30pm

Bush Kinder Permission Form

Dear Parents/Guardians,

Please see below details of weekly Bush Kinder sessions at Kingston Heath Reserve.

Bush Kinder Session Venue:	Kingston Heath Reserve
Location of Excursion:	Farm Road, Cheltenham, VIC 3192
Date of Excursion:	Friday 11 th March 2022 – 16 th December 2022
Time of Excursion:	Wallaby Group Friday 8:30am – 12:30pm
Period of time that the child will be away from the service premises:	4 Hours
Method of Transport:	Children to be dropped off and collected at Kingston Heath Reserve by guardians/parents
Proposed activities to be undertaken as part of the excursion:	The children will be encouraged to explore the natural environment of the park within the established boundaries. They will be encouraged to climb trees when suitable, search for insects and other wildlife with knowledge of safety expectations. We will also go on group walks together and discover the park and its varied landscapes.
Anticipated number of children attending the excursion	28 Children
Ratio of educators to children attending the excursion	1:11
Anticipated number of staff members and any other adults who will accompany and supervise children on the excursion	3 staff, 1-3 helpers/volunteers
Confirmation that a risk assessment has been prepared and is available at the service	Available upon request



This excursion and all related documentation have been prepared in accordance with Farm Road Preschool's Excursions and service events policy (available on the website or in the kindergarten foyer)

****Kindly complete below and return it to your kindergarten teacher before Thursday 8th March 2022**

I, parent/guardian of (insert child's name) _____ consent to my child attending the Farm Rd. Pre-school Bush Kinder Sessions on a weekly basis during term 1 - 4

Please confirm Drs Details:

Doctor/GP Name: _____ Contact No. _____

I hereby grant permission for staff to seek appropriate emergency medical treatment for my child.

Signed: _____ Print Name: _____ Date: ___/___/2022

Parent/guardian helpers:

To ensure that Bush kinder is a safe and enjoyable experience for everyone, we prefer to have one parent helper session. We would also encourage families to arrange alternative care for siblings, if possible, to ensure that you can support staff in supervising the kindergarten children.

Grandparents, family members and friends are also welcome to attend bush kinder and join in the fun, so if you are having trouble attending, please feel free to add them to the roster. Please notify staff ASAP if you are unable to attend your rostered session.

Please list parents and adults attending bush kinder below and emergency contacts for that adult. This is required in case of accident or injury to the adult attending.

Please list all family members that may attend bush kinder including grandparents.

Name: _____

Contact No.: _____

Emergency contact for parent/adult while on duty at bush kinder: _____

Name: _____

Contact No.: _____

Emergency contact for parent/adult while on duty at bush kinder: _____

Name: _____

Contact No.: _____

Emergency contact for parent/adult while on duty at bush kinder: _____