

## 2.4 Delivery and Collection Policy

### 1. Purpose

My Place Family Day Care is committed to only releasing an enrolled child to an authorised person verified on the individual child's enrolment form where the parent authorised the person as a nominee.

### 2. Scope

This policy shall apply to the Nominated Supervisor/s, parents, authorised nominees and Educators.

### 3. Definitions

**Approved Provider:** Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

**Service:** My Place Family Day Care, whose Approved Provider is Inala Community House.

**Parent/Guardian:** the person responsible for the payment of fees and who is paid the Child Care Subsidy. Herein after referred to as Parents.

\*\* PLEASE NOTE: this does not include a parent who is prohibited by a court order from having contact with the child.

**Authorised Nominee:** in relation to a child, means a person who has been given permission by a parent or guardian to collect the child from the FDC Educator.

**Authorised Person:** means a person who is a parent or family member of the child who is being educated and cared for by the family day care educator.

\*\* PLEASE NOTE: a parent or family member does not include a person whose access to the child is prohibited or restricted by a court order or tribunal of which the approved provider, nominated supervisor or FDC Educator is aware.

**Educator:** a suitably qualified person who is registered with the Service.

**Educator's Residence:** the home or venue approved to provide childcare by an approved Educator of the Service.

### 4. Policy

My Place Family Day Care takes responsibility for each child enrolled with the Service from when they enter the care of the Educator until the child is released into the care of their parent or authorised nominee.

#### 4.1 Signing In and Out

The Service has accurate attendance times of each child coming into and going out of the care of an approved Educator.

The attendance record contains the name of the child, date and actual time the child arrives and departs and the name of the Educator who is responsible for the care of the child.

The Service has an accurate record (signature or PIN) of the person (or Educator where appropriate) who delivers or collects the child to and from care.

#### 4.2 Arriving or leaving an Educator's residence

School age children can enter the Educator's residence on their own or without being accompanied by an adult, parent or nominee.

For the safety and protection of children, the Service enforces strict procedures regarding the delivery and collection of children.

#### 4.3 Authorisations

No child enrolled at the Service will leave the Educator's residence or be given into the care of another person without the authorisation of the parent. Further advice on this matter is found in the 3.2 Excursions and Transport Policy.

### 5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors.

This policy will be reviewed every two years or sooner as required.

	<b>Date</b>	<b>Details</b>
V1.0	07/2015	Original Policy Issued
V2.0	12/2016	Policy Amended – submitted to board for ratification
V3.0	08/2017	Policy Amended – submitted to board for ratification
V4.0	11/2019	Policy Amended – submitted to board for ratification
V5.0	01/2021	Policy Amended – submitted to board for ratification <ul style="list-style-type: none"><li>• External consultant engaged and significant amendments made</li></ul>
V6.0	20/02/2023	Policy Amended – submitted to board for ratification

## 6. Related Documents

### **Policies**

3.2. Excursion and Transport Policy

4.2 Incident, Injury, Illness, Trauma and Emergency Policy

8.3 Roles and Responsibilities

9.1 Enrolment and Orientation Policy

10.4 Fees Policy

### **Procedure**

2.10 Delivery and Collection Procedure

8.12 Role of Educator and Educator Assistants

### **Forms**

Enrolment Form

Excursion Permission & Risk Management Form

Unaccompanied Child/Parent Guardian Agreement

### **References**

Family Law Act (parenting order) 1975 S,64B (1) and (parenting plan) 63C(l)

Education and Care National Regulation 2011 (July 2019):

- R.158 Children's attendance record to be kept by approved provider
- R.159 Children's attendance records to be kept by family day care educator
- R.160 Child enrolment records to be kept by approved provider and family day care educator
- R.161 Authorisations to be kept in enrolment records
- R.168 (2) (f) Education and Care service must have policies and procedures (l)

ACECQA. Guide to National Quality Framework: Quality Area 2 - Children's health and safety

- Standard 2.2 Safety: Each child is protected.