



## BEACH KINDER DELIVERY & COLLECTION POLICY

---

### Quality Area 2

### PURPOSE

This policy is a special circumstance policy, which augments the main Hampton Community Kindergarten Inc. Delivery & Collection of Children Policy and should be read in conjunction with that policy. This Beach Kinder policy details the specific delivery and collection requirements and procedures for children attending the Beach Kinder program. Only those requirements that are different to the main Hampton Community Kindergarten Inc. Delivery and Collection of Children Policy are listed here.

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

### POLICY STATEMENT

#### 1. VALUES

Hampton Community Kindergarten Inc. is committed to:

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

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Educators and parents/guardians with an enrolled child, or who wish to enrol a child at Hampton Community Kindergarten Inc.

#### 3. BACKGROUND AND LEGISLATION

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

#### 4. DEFINITIONS

**Attendance book:** The book provided by the service for the person who delivers and collects the child from the service, or educators, to sign and record the time of arrival and departure of each child being cared for or educated by the service. At Beach Kinder, the attendance book is located at the Beach Kinder site.

**Beach Kinder Site:** The Beach Kinder site is located at the Hampton Beach Life Saving Club. Refer map at Attachment 1. Parking for drop off is available along Beach Road.

**Delivery / Drop-off Point:** The drop off point is at the home base as designated in the orientation session at Hampton Beach at the area shown on the map at Attachment 1.

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

**Parking Area:** Parking is available at the top of the entrance on Beach Road. (See map at Attachment 1)

**Pick-up /Collection Point:** For sessions ending at the Beach Site the collection point is the same as the drop off/delivery point at Hampton Beach Life Saving Club, at the area shown on the map at Attachment 1. If the Beach Kinder group has been forced to change locations due to safety reasons (e.g. extreme weather), parents/guardians will have been notified by broadcast SMS of the new location for collection, refer to evacuation plan policy.

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

## **5. SOURCES AND RELATED KINDERGARTEN POLICIES**

### **Kindergarten policies**

- Delivery & Collection of Children (main kindergarten policy)
- Excursions & Service Events Policy (main kindergarten policy)
- Beach Kinder Protective Clothing Policy (Beach Kinder Specific)
- Beach Kinder Extreme Weather Policy (Beach Kinder Specific)
- Beach Kinder Identification and Visibility Policy (Beach Kinder Specific)
- Beach Kinder Emergency Evacuation Policy (Beach Kinder Specific)
- Beach Kinder Snake Awareness Policy (Beach Kinder Specific)
- Beach Kinder Dog Awareness Policy (Beach Kinder Specific)
- Occupational Health & Safety Policy (main kindergarten policy)
- Incident, Injury, Trauma & Illness Policy (main kindergarten policy)
- Inclusion & Equity Policy (main kindergarten policy)
- Sun Protection Policy (main kindergarten policy)
- Water Safety Policy (main kindergarten policy)
- Supervision of Children Policy (main kindergarten policy)
- Nutrition, Oral Health & Active Play Policy (main kindergarten policy)
- Road Safety and Safe Transport Policy (main kindergarten policy)

## **PROCEDURES**

### **General**

Educators are responsible for:

- Ensuring the attendance book is located at the Beach Kinder site
- Checking the clothing of children arriving at Beach Kinder (Refer to Protective Clothing Policy)
- Checking the attendance book and ensuring that all entries are completed and if required, completing entries for families to sign upon collection. This includes checking that

children who are signed in are in attendance and ensuring that each child is signed in upon arrival at the Beach Kinder site with the staff member who is monitoring the attendance book.

- Reminding parents/guardians or authorised persons who do not complete the attendance sheet of the procedures for the delivery and collection of children from Beach Kinder.
- Marking the number of children in attendance each session and recording regular headcounts in the attendance book.

Parents/guardians are responsible for:

- Adhering to the following delivery procedure:
  - Sign the child in using the attendance book and record the time of arrival
  - Place child's bag/backpack with change of clothes (refer to Protective Clothing Policy) in nominated area
  - Assist child to find their allocated Beach Kinder vest
  - Ensure the educators are aware your child is in attendance.

**Note:** If on arrival, Beach Kinder is not set up on site, this means that the session has been cancelled (for example, due to extreme forecast weather or educator's absence)

## Collection

Educators are responsible for:

- Ensuring the attendance book is located at the Beach Kinder site.
- Notifying parents by broadcast SMS if the Beach 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, educators will complete entries
- Requesting parents/guardians or authorised persons wishing to speak with educators 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 unauthorised person taking the child, and late collection & fees.***

Parents/guardians are responsible for:

- Adhering to the following collection procedure:
  - Sign the child out using the attendance book and record the time
  - Ensure the educators are aware you have collected your child
  - Be responsible for the supervision of the child once signed out, while still at the Beach Kinder site
- Being mindful of minimising educator distraction 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.***

## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

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

## **ATTACHMENTS**

Attachment 1: Beach Kinder Map

## **AUTHORISATION**

The Approved Provider of Hampton Community Kindergarten Inc. adopted this policy on: 4/4/2023

**REVIEW DATE:** 04/04/2025

**ATTACHMENT 1**



**Main Beach Site**

**Evacuation Point**

**Secondary Evacuation Point**