



Bush Kinder delivery and collection

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| Authorised by: | This policy was adopted by the Ripponlea Kindergarten Committee of Management at a committee meeting |
| Approved date: | 28 April 2025 |
| Review date: | April 2028 |

Purpose

This policy is a special circumstance policy, which augments the main Ripponlea Kindergarten Delivery and 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. This policy lists only those requirements that are different to the main Ripponlea Kindergarten Delivery and Collection of Children Policy.

The requirements of the main Delivery and 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.

Values

Ripponlea Kindergarten 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.

Scope

This policy applies to parents, staff, committee members, people authorised to collect the children, volunteers and students on placement working at Ripponlea Kindergarten.

Background and legislation

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

This policy is informed by the following legislation:

- *Education and Care Services National Law 2010*
- Education and Care Services National Regulations 2011
- National Quality Standard.

Related policies

Kindergarten policies

- Delivery & Collection of Children (main kindergarten policy)
- Excursion & Service Events Policy
- Bush Kinder Protective Clothing Policy (Bush Kinder Specific)
- Bush Kinder Cancellation Policy (Bush Kinder Specific)

- Bush Kinder Emergency Evacuation Policy (Bush Kinder Specific)
- Bush Kinder Snake Awareness Policy (Bush Kinder Specific)
- Occupational Health & Safety Policy
- Illness, Injury, and Trauma Policy
- Sun Protection Policy
- Water Safety Policy
- Supervision of Children Policy
- Child Safe Environment Policy

Procedures

The Committee 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 before their child/ren attend Bush Kinder
- ensuring a copy of this policy is available on request and is always easily accessible to parents and staff
- ensuring all parents are aware of this policy and are provided with access to the policy at orientation sessions, in written Bush Kinder material and on the Bush Kinder policy section of the Ripponlea Kindergarten website, and made available upon request
- ensuring staff and volunteers are appropriately educated on procedures detailed in this policy.

Staff 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.

Parents are responsible for:

- reading and being familiar with the policy and ensuring all people authorised to collect children on their behalf are also 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

Staff are responsible for:

- alerting parents in the morning if the session will be cancelled and will be back at the home Kindergarten (for example, due to extreme forecast weather or staff absence)
- ensuring the sign in/out sheet is located at the Bush Kinder site
- reminding families to check children have appropriate spare clothing and their yellow wet suit in their bag at all sessions (Refer to Protective Clothing Policy)
- checking the attendance sheet after all children have arrived (approximately 10 minutes after the session starts) and if required, completing entries. This includes checking children who are signed in are present.
- reminding parents or authorised persons who do not complete the attendance sheet of the procedures for delivering and collecting children from Bush Kinder.

Parents are responsible for:

- adhering to the following delivery procedure:
 - signing the child in
 - ensuring the staff are aware the child is in attendance
- If arriving late parents are responsible for paying the entrance charge to the Estate or using their free entry to the Estate (if they are residents of the Cities of Glen Eira or Port Phillip and have registered this with the Estate) and finding the Kinder group to drop their child off, following the above delivery procedure.

Collection

Staff are responsible for:

- ensuring the sign in/out sheet is located at the Bush Kinder site
- notifying by SMS if the Bush Kinder group has changed location for safety reasons (eg extreme weather) and advising families/parents of the new collection location
- checking the sign in/out sheet as soon as practicable after all children have departed and, if required, completing entries
- requesting parents or authorised persons wishing to speak with staff to wait until all children have departed.

Refer to main Delivery and Collection of Children Policy for full procedures for releasing children to authorised persons, an unauthorised person taking the child, and late collection and fees.

Parents are responsible for:

- adhering to the following collection procedure:
 - signing the child out
 - ensuring staff are aware you have collected your child
 - supervising the child once signed out, and leaving the Estate promptly
- not distracting staff until all children have departed
- If needing to pick up early, parents are responsible for paying the entrance charge or using their free entry to the Estate (if they are residents of the Cities of Glen Eira or Port Phillip and have registered this with the Estate). Families can call our kinder mobile to pick their child up from the main group following the above collection procedure.

Refer to main Delivery and Collection of Children Policy for full procedures for releasing children to authorised persons, an unauthorised person taking the child, and late collection and fees.

Evaluation

To assess whether the policy has achieved the values and purposes the committee will:

- seek feedback about this policy and its implementation from parents of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual survey
- ask staff to share their experiences and observations about the effectiveness of this policy
- regularly review the policy and Kinder practices to ensure they comply with any new legislation, research or best practice procedures.

Attachments

Attachment 1: Bush Kinder Map

Definitions

Bush Kinder Site: The Bush Kinder site is **192 Hotham Rd Elsternwick**. Refer map at Attachment 1.

Delivery / Drop-off Point: The drop off point is at the Gatehouse at the front entrance as shown on the map at Attachment 1.

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

Parking Area: Parking is available in surrounding streets.

Pick-up /Collection Point: The collection point is the same as the drop off/delivery point at the front entrance of Ripponlea Estate at the area shown on the map at Attachment 1. If the Bush Kinder group has been forced to change locations due to safety reasons (eg extreme weather), staff will notify parents by SMS of the new location for collection (refer to evacuation plan policy).

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

Sign in/out Sheet: The sheet provided by the kindergarten for the person who delivers and collects the child from the kindergarten, 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 kindergarten. For Bush Kinder, the sign in/out sheet is located at the Bush Kinder site.

ATTACHMENT 1



Drop off and pick up point at Gatehouse