**Child Arrival and Departure Policy**

**Rationale**

To ensure all practical steps are taken by employees and whānau to ensure tamariki are kept safe in alignment with the Education (Early Childhood Centres) Regulations and that tamariki collection and participation is honoured with regards to booked hours.

**Objective**

To provide and operate a fair, safe, and inclusive tamariki collection protocols that align with licensing criteria and regulations.

**Policy**

Our Centre endeavours to provide an environment in which children’s wellbeing is promoted and they are kept safe from harm in accordance with the Licensing Criteria for Early Childhood Education and Care Services 2008, Regulation 47. This policy provides guidance and authority to kaiako who sometimes must make difficult decisions when children are being collected or dropped off. The policy to manage child collection is designed to keep the children safe and give whānau confidence their child will only be collected by authorised persons during times when the Centre is licensed to provide early childhood education services. This policy also provides for implementation of protocols should tamariki not be collected or dropped off during licensed and/or booked hours.

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care. Following this policy significantly reduces the risk of harm to a child, losing trust with parents and not meeting our obligations under the Children’s Act.

**Implementation**

The following protocols are used at Country Kidz for tamariki arrivals and departures during our early childhood education licensed hours *(not before 8.30am and not after 3.30pm)*:

* Whānau and caregivers authorised as part of the Country Kidz enrolment agreement must sign the attendance register and record the time of the child’s arrival and departure
* Tamariki will only be released to person(s) authorised to collect the child as detailed on their enrolment form
* A child may be released to unauthorised person(s) in situations where whānau have specifically advised Country Kidz in person or over the phone giving the persons full name and have followed this conversation up with written advice via text message or email.
* Staff will not release tamariki if they suspect the person collecting is under the influence of drugs or alcohol or where kaiako have good reason to believe the child will be unsafe
* If an unauthorised person arrives to collect a child and Country Kidz has not been informed of this:
	+ Whānau will be contacted for authorisation
	+ If they are unable to be reached then the secondary emergency contacts will be rung for verification
	+ Identification will then be asked for and details will be recorded before releasing the child
	+ If no one can be reached to authorise the identity, the child will not be released until contact is made with whānau or other emergency contacts who are able to verify the person’s identity
* Children under the age of 14 cannot collect and sign out tamariki unless kaiako have checked there is an authorised person waiting outside
* If a child is asleep when their whānau arrives to collect them, they will not be permitted into the sleep room alone, kaiako will either go with them or bring the child to them
* If there has been a custody change the Centre Manager will need a copy of a court order to confirm this change, and kaiako will be advised of details that relate to the collection of the child
* If a child is to be sent home for any reason, whānau will be contacted. If they are unable to be reached then a secondary authorised emergency contact person will be asked to collect the child as soon as possible and sign the child out. A message will be left for whānau advising them of this
* Kaiako will advise whānau at collection time of any accident that may have occurred during the day and ensure the tamariki accident form is signed
* Whānau must collect their child punctually, ringing the Country Kidz if delayed. Country Kidz operations additional collection fees if a child arrives or departs after their booked times. Whānau will be charged $10 per 10 minutes outside of booked hours a child is cared for at the discretion of the Centre Manager. Should a child not be collected during licensed hours a flat rate of $300 will be applied to the next whānau invoice as Kaiako are legally unable to provide care for tamariki prior to 8.30am and after 3.30pm for health and safety reasons.
* Should whānau not collect their tamariki during licensed hours, kaiako legally must also notify the Ministry of Education who will provide guidance for addressing the care of tamariki who fail to be collected.
* Parents and whānau should have a car seat or appropriate child restraint if using a vehicle. Staff can promote this with families through newsletters and noticeboard. If staff have concerns about a child being transported in an unsafe way, they will speak to the parents.

*Aligns with:*

*Licensing criteria for centre-based ECE services 2021*

*Education (early Childhood Centres) Regulations 2008*

*County Kidz Child Protection Policy*

*Children’s Act 2014*

*Country Kidz Strategic Plan 2022-25*

*Statement of National Education and Learning Priorities*

*Our code, our standards – Code of professional responsibility and standards for the Teaching Profession*

**Review**

Review when there is a significant change to legislature or as part of the annual management plan.

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| **Authorised:** |  |
| **Date:** | June 2023 |
| **Next Review:** | Add to Annual Management Plan for March, 2024 not withstanding a change in legislation or criteria |