



Government of South Australia

Department for Education and Child Development

Morphett Vale East Kindergarten CHILD COLLECTION POLICY



- Every child has the right to be collected on time by a delegated adult at the end of his/her session.
- Staff will only release children at the end of the session to parents/caregivers or specifically nominated adults ie grandparents.
- If you require your child to be collected by someone else it is YOUR responsibility to notify staff through the Collection Diary which is on the kitchen bench near the fish tank.
- The person collecting the child must be over 16 years of age unless there is a prior arrangement with staff.
- If a parent/caregiver is running late they must try to contact the centre so staff are able to support the child by giving them an explanation.
- While staff understand that occasionally there may be circumstances beyond the parent’s control regular late collection will incur a fee of \$10 per 5 minutes.
- In the event of a custody order being on file and cited by staff, staff will adhere to the custody order.

Endorsed by governing council

Date :

Chairperson :

Director :

Sighted by preschool staff –

..... date.....

.....date.....

Policy was reviewed / /