

## Drop-off & Collection Policy

### **Rationale:**

To ensure tamariki attending kindergarten, arrive and depart safely, accompanied by their authorised caregivers, during licensed hours and in line with preapproved arrangements. This policy upholds the Ministry of Education Licensing: GMA 10 and GMA11 and Education (ECS) Regulation 2008: 58.

### **Te Whāriki:**

Well-being/Mana atua: Tamariki experience an environment where they are kept safe from harm.

### **Procedures:**

1. Caregivers are required to sign their tamaiti in and out of kindergarten every day of attendance on the form provided at the front of the kindergarten room. Accurate arrival and departure time must be noted (this is a legal requirement by the Ministry of Education).
2. Caregivers must drop off and collect their children between the licensed hours of 8.45am-2pm. Kaiako encourage parents to arrive promptly at 8.45am in the morning. If caregivers are running late for collection, they must contact the child's kaiako in advance.
3. A tamaiti will only be released to person(s) authorised to collect them as detailed on their enrolment form.
4. A tamaiti may be released to unauthorised person(s) in situations where the caregivers have specifically advised the kaiako in person or over the phone, giving the person's full name.
5. If an unauthorised person arrives to collect a child and the Centre has not been informed of this:
  - a) The parent/caregiver will be contacted for authorization.
  - b) If they are unable to be reached, then the secondary emergency contacts will be rung for verification.
  - c) If authorisation has been granted by one of the above, identification details will be asked for and recorded, before releasing the tamaiti.
  - d) If no one can be reached to authorise the identity, the tamaiti will not be released until contact is made with the parent/caregiver or other emergency contact who is able to verify the person's identity.
6. Staff will not release a tamaiti if they suspect the person collecting them is under the influence of drugs or alcohol or where the staff have good reason to believe the tamaiti will be unsafe. In this instance, staff will contact another authorised emergency contact person from the enrolment form or, if deemed necessary, call Police and/or Oranga Tamariki and document the incident.
7. Caregivers picking up tamariki must be at least 18 years of age and bring a valid photo identification. Only with the caregiver's written consent, a person between 14 and 17 years old may be permitted to pick up a tamaiti.
8. If a tamaiti is to be sent home for any reason, the caregiver will be contacted. If they are unable to be reached, then a secondary authorised emergency contact person

will be asked to collect the tamaiti as soon as possible and sign them out. A message will be left for the caregiver advising them of this and an incident report written up.

9. Staff will advise caregivers at collection time of any accident that may have occurred during the day and ensure that the accident form is signed.

**Links To:**

- Te Rāwhiti Kindergarten Child Protection Policy
- Te Rāwhiti Kindergarten Child Health Policy

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	

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