



2.12 KINDER & SCHOOL PICK UP/DROP OFF

Purpose Statement

Windermere is committed to protecting the health, safety and wellbeing of children accessing Early Childhood Education and Care Services and by working together with families, aims to optimise a child's learning and development through accessing a variety of education and care programs.

Under the Education and Care Services National Regulations, services must have policies and procedures in place for the safe arrival of children who travel to or from an ECECS premises [ACECQA, 2023]. This may include children travelling between the WFDC residence or venue and educational facilities such as a kindergarten, preschool, school, long day care service or any other service which provides education and care to children.

Scope

This policy applies to all salaried full time and part time staff (including casuals), Educators, families and children.

Definitions

ECEC: Early Childhood Education and Care Services.

WFDC: Windermere Family Day Care.

Kindergarten (Kinder): an education and care program offered to children in the 2 years prior to school entry. This may be offered in a stand alone kinder, a pre-school or long day care service.

EPC: Educational Program Coordinator.

CCS: Child Care Subsidy.

School Child: (for the purposes of this policy) includes children who attend primary or secondary school and/or who is on a break from school (i.e. school holidays) with the intention of returning after the break. A child may be counted as school aged from 1st January; of the year they are enrolled to start school.

ESI: Electronic Sign-In.

Policy Statement

TO ENSURE CHILDREN ACCESSING KINDER AND/OR SCHOOL, DURING WFDC APPROVED HOURS, ARRIVE AND DEPART SAFELY IN LINE WITH PRE-APPROVED ARRANGEMENTS.

WFDC IS COMMITTED TO IDENTIFYING AND MINIMISING RISKS AND POTENTIAL HAZARDS TO ENSURE CHILDREN ARE NOT PLACED AT RISK OF HARM WHEN TRAVELLING BETWEEN OTHER EDUCATIONAL FACILITIES AND THE WFDC SERVICE.

Procedures

Responsibilities of the Approved Provider/Nominated Supervisor/ Responsible Person:



2.12 KINDER & SCHOOL PICK UP/DROP OFF

1. To ensure that obligations under the Education and Care Services National Law and National Regulations are met.
2. To ensure that staff and Educators have knowledge of and adhere to this policy.
3. To ensure families are aware of this policy.
4. To support Educators with conducting an excursion risk assessment to identify any risks or hazards that may pose a risk to children's health, safety or wellbeing as they travel between the WFDC service and other ECECS.
5. To review, approve and sign Excursion Risk Management Plans, PRIOR to the excursion taking place.
6. To email the signed excursion risk management plan to the Educator and save an electronic copy in the Educator's file.
7. To ensure enrolment records are kept for each child enrolled in WFDC, at the Coordination Unit and the WFDC residence, which include authorisations for the WFDC Educator to take the child on regular outings or transportation and the name, address and contact details of:
 - a. any emergency contacts
 - b. any authorised nominees
 - c. any person authorised to consent to medical treatment or administration of medication
 - d. any person authorised to give permission to the Educator to take the child off the premises
 - e. any person who is authorised to give permission to the Educator to transport the child or arrange transportation of the child.
8. To ensure accurate ESI (attendance) records are kept by the WFDC Educator that record the following:
 - a. the time and date children arrive or depart the WFDC service and other ECECS, and
 - b. the signature of the person who has collected or delivered the child to the WFDC service or,
 - c. the signature of the WFDC Educator in accordance with the Children's Arrival to and Departure from WFDC Policy.

Responsibilities of the Educator:

1. To conduct an excursion risk assessment, PRIOR to the excursion taking place (and annually thereafter), to identify any risks or hazards that may pose a risk to children's health, safety or wellbeing as they travel between the WFDC service and other ECECS.
2. To ensure that procedures for the safe handover of children between the WFDC Service and other ECECS is clearly documented in the excursion risk assessment and is communicated with all parties.
3. To email the excursion risk management plan to EducatorSupport@windermere.org.au PRIOR to the excursion taking place, to be reviewed, approved and signed.
4. To ensure enrolment records are kept up to date for all children, including authorisations from families.
5. To ensure accurate ESI (attendance) records are kept, that record the following:



2.12 KINDER & SCHOOL PICK UP/DROP OFF

- a. the time and date children arrive or depart the WFDC service and other ECECS, and
 - b. the signature of the person who has collected or delivered the child to the WFDC service or,
 - c. the signature of the WFDC Educator in accordance with the Children's Arrival to and Departure from WFDC Policy.
6. To be on time for all drop off and pick up times to and from other ECECS. NOTE: school children should arrive at school no more than 15 minutes before the start bell and Educators should be at the school for collection of the children when the bell signals the end of the day (or as agreed in writing with the parent/guardian).
 7. To ensure the kinder, or other ECECS attendance record (ESI or hard copy) is signed at drop off and/or pick up.
 8. To make themselves available to talk with the kindergarten or school staff about the child's day and convey this back to the family.
 9. To ensure children in foundation classes are delivered to and collected from the door of the classroom for at least the first term, unless otherwise directed by the parent/guardian or school.
 10. To ensure a permanent designated meeting point is used and known to children when collecting them from school.
 11. To follow the Safe Transportation Policy at all times to ensure regulations are met when children embark/disembark from vehicles during travel between the WFDC service and other ECECS.
 12. To discuss safe travel strategies with children prior to children travelling between the WFDC service and other ECECS to ensure children are supported to feel safe and act responsibly.
 13. To practice and model good road safety and use school crossings, where applicable and to add road safety to program planning as an ongoing topic.
 14. To follow the Adminstrating First Aid and Emergency Procedures policies in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians and Coordination Unit as required.
 15. To complete and submit a WFDC Educator Incident Report Form, in event of the above to: EducatorSupport@windermere.org.au within 12 hours of the emergency event. Refer to the Incident Reporting procedure for further information.
 16. To make themselves available to listen to and talk to the children about their day, at the other ECECS and provide support where appropriate.

Responsibilities of Parents/Guardians:

1. To communicate, to the WFDC Educator, any changes in routine and activities that may affect the child's safe arrival or departure, as soon as they are aware, including if their child is going to be absent from kinder or school on a particular day or session.



2.12 KINDER & SCHOOL PICK UP/DROP OFF

2. To complete a 'School Children Arrival and Departure form' if a child will be walking unaccompanied to or from school. Refer to the 'Students unaccompanied to or from school' section below for further information.
3. To provide emergency contact details and phone numbers upon enrolment and update emergency contact details and phone numbers regularly (as required).

Students Unaccompanied To or From School:

1. School aged children are permitted to walk, or take a bus unaccompanied, to or from the Educator's house with the written permission of the parent/guardian. A School Children Arrival and Departure form (link attached) must be completed to authorise this arrangement. Students are expected to go directly to school or the Educator's house.
2. The School Children Arrival and Departure form includes an expected arrival time and actions to be followed if the child does not arrive by the expected time.

NOTE: Parents are to understand, where these arrangements are made and agreed upon, Educators are not responsible for the child/ren once they have been signed out of care (before school) or until they are signed into care (after school).

Fees:

Educators are entitled to normal childcare rates while a child is at kindergarten if:

- a. They deliver the child to, or collect the child from the kindergarten.
- b. The Educator is available for the child should they be contacted while the child is at kindergarten.
- c. The kindergarten session is not held in a Long Day Care centre.
- d. The child would normally be in care if not at kindergarten i.e.: during term holidays.

NOTE: The kindergarten may also be claiming CCS if they are CCS approved. Payment of CCS will then be dependent on the parent/guardian's eligible hours (i.e. if they do not have enough hours for both services, CCS will be paid to the nominated service only). If hours have not been nominated by the parent/guardian, it would - usually be paid, in the first instance, to the CCS approved preschool service.

Relevant Legislation / Standards

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011 (Amended 2024)
 - Education and Care Services National Regulations 2011 (Amended 2024)
- Occupational Health and Safety Act 2004
- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for children)
- Australian Children's Education & Care Quality Authority (2014)



2.12 KINDER & SCHOOL PICK UP/DROP OFF

Related Policies/Procedures & Links

- WFDC Policies/Procedures:
 - 1.02 Excursions & Outings
 - 1.08 Enrolment
 - 2.01 Child Safety
 - 2.14 Administering First Aid
 - 2.19 Missing Children
 - 2.20 Emergency Procedures
 - 2.23 Incident, Injury, Trauma & Illness
 - 2.25 Children's Arrival to & Departure from WFDC
 - 3.01 Safe Transportation
 - 5.02 Rights of a Child
 - 6.02 Fees
 - 7.03 Incident Reporting
 - 7.04 Record Keeping
 - 7.20 Privacy & Confidentiality for Children & Families
- [WFDC Educator Incident Report Form V1.pdf](#)
- [incident-injury-trauma-and-illness-record-form.pdf](#)
- [School children arrival and departure form_V3.pdf](#)