

## Quality Area 2

### PURPOSE

This centre is committed to providing families with the opportunity to participate in our programs.

In order to support parents requiring childcare and/or use of a bus service, this policy provides guidelines for the transfer of children between programs as well as for the exchange of information between staff and ultimately on to the parent/guardian upon collection of the child.

### POLICY STATEMENT

#### 1. VALUES

Goulburn Region Preschool Association Inc. is committed to:

- ensuring the safety and wellbeing of all children attending the centre
- meeting its duty of care obligations under the law.

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisors, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Goulburn Region Preschool Association Inc..

#### 3. PROCEDURES

- Ensuring that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within
- (Cobram only) - Staff will accompany children between programs as required, with the written consent of the parent/legal guardian (as per Appendix 1)
- Staff will collect and/or deliver children from/to bus transportation or school as required, with the written consent of the parent/legal guardian (as per Appendix 2)
- A risk assessment will be completed yearly and reassessed and updated as required.
- The Educator to child ratio currently in force under National Quality Regulations will not be exceeded in any circumstance
- The appropriate adult/child ratio will be determined by the lead educator at the centre where the children attend the kindergarten program in consultation with the EC Manager.
- Any adult accompanying a staff member to transfer children will require a current WWCC.
- When transferring children from campus to campus, one staff member must carry the mobile phone from their room. Staff, however, will not carry emergency contact numbers for each child. In a situation requiring assistance, the staff member, if practical, will contact staff from one campus. In an emergency situation, the staff member will immediately call 000.
- Children will be walking from campus to campus. In the event of wet weather, children

will be dressed accordingly in coats, hats etc. supplied by the parent. The centre will provide umbrellas. In severe weather conditions, staff are to use their discretion as to whether to delay the transfer of children. During such delay, staff from both campuses will be updated on the current situation

- NO CHILD SHALL BE TRANSPORTED IN A STAFF MEMBER'S CAR
- The staff member transferring the child is responsible for signing the child in and out of each program and must confirm the arrival of the child they are transferring.
- (Bus or school delivery/collection) – The staff member collecting/delivering the child from/to the bus or school is responsible for signing the child in and out of the program
- Children being delivered to a kindergarten program, must be transferred to ensure they arrive at the commencement of such kindergarten program.
  
- At the conclusion of the kindergarten program:
  - Children must be collected and signed out by childcare staff immediately at the conclusion of the program.
  - If kindergarten staff are transferring children, children will only be transferred to childcare after all children from the kindergarten have been collected.
- (Cobram only) - In the event of an accident happening while the child is in attendance at kindergarten, a photocopy of the entry into the Accident Book will be handed to a staff member at childcare. Childcare staff will give this photocopy to the child's parent and request that parent sign the original copy held at the kindergarten as soon as practical. Any details of such accidents will also be passed on to the relevant childcare staff with the expectation that this information will be relayed to parents verbally. In the instance of a more serious accident occurring, the normal procedure of contacting the parent immediately will occur.
- (Bus travellers) – In the event of an accident happening while the child is in attendance at kindergarten, a photocopy of the accident form will be sent home with the child for families to sign and return to the centre on the next day of attendance. A phone call will be made to the family on the day of the incident to provide details of the incident. In the instance of a more serious accident occurring, the normal procedure of contacting the parent immediately will occur.
- All medications to be given while the child is attending kindergarten and childcare must be accompanied by a pro forma stating the following:
  1. Name of Medication
  2. Time last given
  3. Dose last given
  4. Time required to be given
  5. Dosage required to be given

**AUTHORISATION**

This policy was adopted by the Approved Provider of Goulburn Region Preschool Association Inc. on 24th September 2016

Reviewed and adopted: August 2020

Reviewed and adopted: March 2021

**REVIEW DATE:** MARCH 2024

APPENDIX 1

**Consent Form - Transfer of Child (Cobram only)**

I, \_\_\_\_\_ (parent/guardian's name) give permission for the staff of GRPSA

to transfer my child \_\_\_\_\_

Please tick as applicable

FROM		TO	
<input type="checkbox"/>	Eilleen Taylor Kindergarten	<input type="checkbox"/>	Eilleen Taylor Kindergarten
<input type="checkbox"/>	Punt Road Kindergarten	<input type="checkbox"/>	Punt Road Kindergarten
<input type="checkbox"/>	Punt Road Childcare	<input type="checkbox"/>	Punt Road Childcare
<input type="checkbox"/>	St Joseph's Primary School	<input type="checkbox"/>	St Joseph's Primary School

ON									
<input type="checkbox"/>	Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday

**AND** (complete if required)

FROM		TO	
<input type="checkbox"/>	Eilleen Taylor Kindergarten	<input type="checkbox"/>	Eilleen Taylor Kindergarten
<input type="checkbox"/>	Punt Road Kindergarten	<input type="checkbox"/>	Punt Road Kindergarten
<input type="checkbox"/>	Punt Road Childcare	<input type="checkbox"/>	Punt Road Childcare
<input type="checkbox"/>	St Joseph's Primary School	<input type="checkbox"/>	St Joseph's Primary School

ON									
<input type="checkbox"/>	Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday

<b>FOR THE PERIOD OF</b>			
<input type="checkbox"/> Year	<input type="checkbox"/> Term	<input type="checkbox"/> Holiday program	<input type="checkbox"/> Other:

I understand that a staff member will accompany the children.

I authorize the staff member in charge of the transfer of children to consent, where it is impractical to communicate with me, to the child receiving medical/surgical treatment as deemed necessary and I will meet all costs incurred.

In signing this consent form, I acknowledge that I have read and understood the Transfer of Children Policy and I will abide by its guidelines.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Consent Form – Collection/Delivery of Child from/to Bus or School**

I, \_\_\_\_\_ (parent/guardian’s name) give permission for the staff of GRPSA

to collect/deliver my child from/to the bus/school \_\_\_\_\_

Please tick as applicable

FROM		TO	
<input type="checkbox"/>	Bus	<input type="checkbox"/>	Avenel Kindergarten
<input type="checkbox"/>	(name) _____ primary school	<input type="checkbox"/>	Katamatite Kindergarten
		<input type="checkbox"/>	Nagambie Kindergarten
		<input type="checkbox"/>	Nagambie Childcare
		<input type="checkbox"/>	Toolamba Kindergarten
		<input type="checkbox"/>	Tungamah Kindergarten
		<input type="checkbox"/>	Undera Kindergarten

ON									
<input type="checkbox"/>	Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday

**AND** (complete if required)

FROM		TO	
<input type="checkbox"/>	Avenel Kindergarten	<input type="checkbox"/>	Bus
<input type="checkbox"/>	Katamatite Kindergarten	<input type="checkbox"/>	(name) _____ primary school
<input type="checkbox"/>	Nagambie Kindergarten		
<input type="checkbox"/>	Nagambie Childcare		
<input type="checkbox"/>	Toolamba Kindergarten		
<input type="checkbox"/>	Tungamah Kindergarten		
<input type="checkbox"/>	Undera Kindergarten		

<b>ON</b>									
<input type="checkbox"/>	Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday

<b>FOR THE PERIOD OF</b>		
<input type="checkbox"/> Year	<input type="checkbox"/> Term	<input type="checkbox"/> Other:

I understand that a staff member will collect/deliver the children from/to the bus/school and centre as listed above.

I authorize the staff member in charge of the transfer of children to consent, where it is impractical to communicate with me, to the child receiving medical/surgical treatment as deemed necessary and I will meet all costs incurred.

In signing this consent form, I acknowledge that I have read and understood the Transfer of Children Policy and I will abide by its guidelines.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_