

2:10 COLLECTING CHILDREN POLICY

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- Only the parents/caregivers and persons named on the child's Enrolment Form have the authority to collect or remove a child from the Centre.
- Only persons over the age of 16 can collect children from the Centre.
- In the case of an emergency which prevents a named person from collecting the child:

The parent can ring the Centre and advise the name and description of the person who will collect their child.

OR where a parent does not inform the Centre, the parents will be contacted by phone and asked for the name and description of the person collecting their child. Identification will need to be shown.

- A custodial parent will be requested to provide legal documentation if a non-custodial parent is to be denied access to the child.
- If the non-custodial parent comes to collect a child without authority, they will be asked to leave. If they refuse, the Management will call the custodial parent (and maybe the police).
- In the event of a child being collected by a person suspected of being under the influence of alcohol or drugs all effort will be made to deter them from collecting the child. It may be suggested that they have the emergency person come and meet them at the Centre. If serious concern for both child and adult occurs and the adult resists alternative suggestions, the police may be called. Any issues arising should be directed to the Manager.

