



COLLECTION OF CHILDREN

Heretaunga Kindergarten has procedures which deal with collection of children, which are as follows:

- Children will only be released to the parent/adult designated by enrolling parent on child's enrolment form.
- Any other person collecting a child, needs to be identified on his/her enrolment form and then the parent is required to put the name of person collecting on the sign in sheet and also tell a staff member who will let each other know of any changes to child's pick up person.
- If a child has not been collected staff will contact parents/whānau/caregivers or emergency contact to come and collect child.
- No child will be released into care of a minor (under 14years) as defined in the Child and their Families Act.
- No child will be released if teachers are aware that child restraints are inadequate.
- If no contact can be made with any emergency contacts within 1 hour of the session the child is attending the teacher should contact the Kindergarten Association who may, at their discretion, contact the police.
- Two teachers to remain with the child as long as necessary.
- Teachers should not transport children to their home after sessions with out prior parental approval.
- If teachers are aware the person collecting the child is under the influence of alcohol or drugs, RKA policy/procedures will be followed.

Missing Children

- If a child is missing, teaching team will follow Kindergarten Association Policy.
- A search will be carried out immediately, if not found Police will be contacted.
- Contact parents/whānau/caregivers as soon as possible.

- Staff must immediately report all missing children to the Kindergarten Association.
- Will support the search of the immediate area, one teacher may leave the session to assist with the search.
- Remaining staff will keep other children safe in one area.
- After the incident discussions and evaluation will be carried out with teachers and families regarding the incident.

DATE OF ADOPTION: September 2008

REVIEWED AND APPROVED: September 2010

NEXT REVIEW: September 2012