

# Cootamundra Preschool Incorporated

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## 3.1 Arrivals, Departures, Road and Bus Safety Policy

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## Aims

To ensure that all children and family members can arrive at and depart from the centre in a safe and secure manner

To educate all children in relation to basic road safety (RTA) rules thus empowering them as road safety users. This will occur as part of the centre's educational program

To increase parents' awareness of road safety issues likely to affect their children

To ensure the safety of preschool children from outlying farms, who arrive at the centre in a local school bus

## Legislative Requirements

Education and Care National Regulations 2011

Occupational Health and Safety Act 2000 and Regulations 2001

## Who Is Effected By This Policy?

Child

Families

Staff

## Relevant Early Childhood Professional Standards

Early Childhood Code of Ethics: 1-1, 1-5, II-1, II-3, II-9, VI-3

Early Years Learning Framework: Outcomes 1.1, 1.2, 5-1,  
Principles – 1, 2, 4

Education & Care Services Australian National Regulations: 99, 158

National Quality Framework: Quality areas: 2.1.1, 2.1.2, 2.2.2, 3.2.1, 4.1.1, 4.2.2,  
6.2.1, 7.1.2,

## Sources/References

Harrison, L. (2007). Promoting Road Safety in Childcare Services. In Newsletter of National Childcare Accreditation Council, Issue 23, p16-18 (retrieved January 2012):

[http://www.ncac.gov.au/pcf/Promoting\\_Road\\_Safety\\_Sept07.pdf](http://www.ncac.gov.au/pcf/Promoting_Road_Safety_Sept07.pdf)

Kids & Traffic: Early Childhood Road Safety Educational Program: Macquarie University & RTA NSW (retrieved January 2012):

<http://www.kidsandtraffic.mq.edu.au>

Kidsafe NSW: Road & Vehicle Safety (retrieved January 2012):

<http://www.kidsafensw.org/roadsafety/index.htm> (Retrieved January 2012)

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## Procedures

### Procedures for children's arrival and departure from the centre

#### **Upon arrival to the centre:**

**1.1** The Educators will already have discussed road safety in relation to parents who drive to the centre and parents of farm children who will be required to use a local bus. This discussion is part of the initial enrolment interview (see Aim 2 in this centre's 'Enrolment & Fees Policy')

**1.2** It is essential upon arrival that all children are signed in by a parent, responsible adult (i.e. over 18 years of age), the nominated supervisor or an educator. This also assists staff in the event of evacuation of the centre. Signing in is the parent/guardian's responsibility and not the centre's. The centre is not responsible for a child until he/she has been signed in, or after the child has been signed out unless arriving on a school bus

**1.3** A staff member will always be available to warmly greet and receive each child as they arrive. Each child will have a locker for personal belongings and will be encouraged to place their things there.

**1.4** The centre will be ready and look inviting for the children's arrival e.g. in line with the Educator's current educational planning, equipment will have been set up and learning areas will be ready for use

**1.5** Parents arriving with their child will also be welcomed by a staff member and will not be made to feel that they must leave quickly as this may be an important time to exchange information about their child's needs (health, food requirements etc)

**1.6** The children will be taught not to exit door unless with a parent.

**1.7** Cootamundra Preschool is currently going through an indicative trial period where the hours of operation and daily fees could change due to the preschool funding.

#### **Currently our hours of operation are STRICTLY**

8;30am – 400pm for all 4 year old children

9.00am – 3.00pm for all 3 year old children

#### **Upon departure from the centre:**

**1.8** The educators must ensure that the child only leaves the centre with:

- a parent of the child
- an authorised nominee in enrolment form
- written or verbal authorisation from child's parent or authorised nominee in enrolment form
- is taken on an excursion
- is given into care of person because the child requires medical, hospital or ambulance care or treatment

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- is taken out of centre because of emergency

**1.9** There will be an authorised nominee pick-up list for each child which is readily accessible to staff in office filing cabinet. Staff will only release children to the appropriate persons. Therefore:

- Parents must give prior notice where the person collecting the child is someone other than those mentioned on the pick-up list. If notice is not given and staff cannot contact the parent for confirmation, the child must not be released into the care of that person. If the person collecting the child is noted as an emergency contact person for the child but is unknown to staff, the staff member is entitled to request photo I.D.
- It is the parents' responsibility to inform the Director at the initial enrolment interview if there is a court order and/or custody issues pertaining to their child including who is authorised to bring/collect them from the centre. It is also the parents' responsibility to inform the staff of any change to the pick-up list authorisation

**1.10** If the parent or person collecting the child appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to take responsibility for the child, the staff are to bring the matter to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present. The Director will suggest that they contact the child's emergency numbers from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorised person, staff are to inform the police of the circumstances, the person's name and vehicle registration number. Staff cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child

**1.11** It is essential on departure that all children are signed out by a parent or responsible adult (i.e. over 18 years of age), the nominated supervisor or an educator. This assists staff in being able to confirm who has left the centre

**1.12** At the end of each day a staff member will thoroughly check the premises to ensure that no child remains on the premises after the centre closes and make sure all children have been signed out and sign sheet before leaving

**1.13** At 10.00am staff will count children and check all children are signed in and write number of children at bottom of sheet. Recheck during day when moving inside to outside and reverse.

## **Procedures re bus usage**

4 year old preschool children who need to use a local bus to arrive at the preschool will have signed parental or guardian consent which will be given at the initial enrolment interview or throughout the year. The child will have to have attended preschool for a term before commencing on the bus. It is at the director's discretion in consultation with the child's parents/carer to make the decision of who will be able to arrive by bus. The bus is an option for families who live out of town (outside of the 100km speed limit zones). The bus is only for drop off, not for pickup.

For bus children, the role of the parent/guardian is as follows:

- Notifying the bus company to confirm that their child can travel on the bus

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- Informing the centre of the days this will occur
- Sign Bus Permission Form
- Notifying the preschool and bus company if the child's bus routine is changed
- Notifying the preschool if the child will not be coming on the bus

If a child is to arrive on a bus, a staff member must sign the child in.

If a parent has signed a bus form and the child has started on the bus, the parent must notify the preschool in the morning if their child **will not** be arriving on the bus on any particular day.

### 3. Road Safety

Staff will employ both formal and informal teaching strategies to inform children about road safety generally and more specifically in relation to arriving at and leaving the centre. The Educators will use a range of methods to provide road safety information to parent/s. To this end the staff will:

**3.1** Use planned and spontaneous learning experiences to promote the key safety messages regarding the need for children when walking near roads to:

- Always holding someone's hand/pram/bag/clothing
- Always cross the road with and adult
- Always wear a seatbelt when in the car
- Always use the safety door
- Always ask adults where it is safe to play if near busy roads
- Always wear a helmet when riding a bicycle

**3.2** Use relevant up-to-date road safety information and resources (kits, games, and posters) as per the sources cited in this policy. Staff will disseminate this information to parents as posters, brochures, information in newsletters etc as deemed necessary by the Director

**3.3** Through play, help children become familiar with, and to practice passenger safety, pedestrian safety and safe play near roads

**3.4** Teach safe road practice through example and discussion e.g. if walking with the children outside of the centre (such as taking bus children to the bus stop at the end of the session) staff will discuss the meaning of traffic signs etc

**3.5** The Director will ensure the teaching of road safety as an enjoyable experience by incorporating stories, pictures, songs etc where possible

**The Director will ensure that this policy is maintained and implemented at all times.**

# Cootamundra Preschool Inc.

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## Bus Permission Form

I/We .....Of.....

Being the parents/guardian of.....whom we propose to send to Cootamundra Preschool by school bus hereby acknowledge that the preschool staff agree to accept the said child when he/she travels by school bus, but we agree that when the child travels to the preschool by school bus we will not accept the full responsibility for any matter, accident, injury, harm or damage that may occur up to the time that the child comes under the effective control of a member of the preschool's staff and that we will not endeavour to hold the preschool responsible in any manner whatsoever for any such matter, accident, injury, harm or damage and we further covenant that we will at all times indemnify the said preschool against all actions, proceedings, claims and demands on the part of any person or persons whomsoever and from all costs, damages and expenses in respect of any such claim made by anyone whatsoever on behalf of the said child and arising out of such cause of action. We do not allow children to catch the bus home from the preschool.

We further acknowledge that when the term "Preschool" is used in this agreement the same shall mean the COOTAMUNDRA PRESCHOOL and where the context so allows the term shall also extend to and include any office bearer, committee member or general member of the COOTAMUNDRA PRESCHOOL and any supervisor, educator or other personnel working in the said preschool.

It is the Policy of Cootamundra Preschool that children need to be at 4 years of age, have attended preschool for 1 Term, live beyond the 100km sign and cannot depart preschool by bus. If your child will **NOT** be arriving to Preschool by bus on any given day they are enrolled, you must ring and let the preschool know before 8:30am. Cootamundra Preschool has the right to cancel your bus permission if you do not abide by the Arrivals, Departures, Road & Bus Safety Policy of Cootamundra Preschool.

### REQUIRED INFORMATION:

Bus Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Days attending bus:

\_\_\_\_\_

DATED AT COOTAMUNDRA this.....day of.....

Print name ..... Signature.....

Directors name ..... Signature.....

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