

## ARRIVAL, DEPARTURE AND AUTHORISATIONS POLICY

Updated: November 2025

<b>WHAT are we talking about in this document?</b>	This policy is related to the arrival and departure of children at the service as well as authorisations for children. Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and authorised nominees in some circumstances, to ensure that the health, safety, wellbeing, and best interests of the children are met.
<b>Who is this for?</b>	This policy applies to children, families, staff, management, students and visitors of the service.
<b>Why do we need this policy?</b>	The safety and well-being of children is supported by partnerships between the service and families. We aim to ensure that all educators, staff, families, management and volunteers are consistent in how authorisations are managed and understand what does or does not constitute a correct authorisation that may lead to a refusal.

### AUTHORISATIONS

#### The Important Stuff

The service complies with the current Education and Care Services National Law (WA) and National Regulations. Parent or guardian authorisation must be provided in matters, which include:

- administration of medication to children
- administration of medical treatment, dental treatment, general first aid and ambulance transportation
- transportation – including regular outings and regular transportation
- collection of children
- excursions and incursions including regular outings
- taking of photographs by any person employed by Keiki Early Learning, as well as students and/or volunteers attending a Keiki Early Learning service
- water-based activities
- enrolment of children including providing names of persons nominated (authorised nominee) to consent for medical treatment or excursions outside the service premises
- children leaving the premises in the care of someone other than a parent/guardian.

#### Collection of Children

National Education and Care Services Regulations regulation 99 and Education and Care Services National Law (WA) Act 165A states the following:

- (4) The child may only leave the relevant premises if the child —
- (a) is given into the care of —
    - (i) a parent of the child; or
    - (ii) an authorised nominee named in the child’s enrolment record; or
    - (iii) a person authorised by a parent or authorised nominee named in the child’s enrolment record to collect the child from the premises; or
  - (b) leaves the premises in accordance with the written authorisation of the child’s parent or authorised nominee named in the child’s enrolment record; or
  - (c) is taken on an excursion in accordance with the national regulations; or
  - (d) is given into the care of a person or taken outside the premises —

- (i) because the child requires medical, hospital or ambulance care or treatment; or
- (ii) because of another emergency.

(5) In this section —

**authorised nominee** has the meaning given in section 170(5);

**parent** does not include a parent who is prohibited by a court order from having contact with the child.

### The Centre Coordinator/Nominated Supervisor will

- Ensure that this policy is reviewed, maintained and in place and is to be adhered to and maintained by all educators at all times.
- Ensure all staff understand circumstances that may lead to refusal of authorisation.
- Provide parents/guardians with access to service policies and advise them of their responsibility to follow these policies.
- Ensure that parents/guardians have completed the Authorised Nominee/Emergency Contact section of their child's enrolment form prior to the child starting at the service and that it is updated annually.
- Ensure documentation relating to authorisations contains:
  - the name of the child enrolled in the service,
  - the date,
  - The signature of the child's parent/guardian or authorised nominee.
- Keep all authorisations in the relevant children's enrolment records.
- Provide permission forms for excursions to the parent/guardian or authorised nominee prior to the excursion.
- Allow a child to participate in excursion only with the written authorisation of a parent/guardian or authorised nominee (refer to the Excursion, Incursion and Safe Transportation Policy).
- Maintain attendance records to account for all children attending the service.
- Maintain a record of all visitors to the service, including time of arrival and departure and reasons for visit.
- Ensure that where a child requires prescribed medication, this is authorised in writing by completing a medication form which is signed and dated by the parent/guardian or authorised nominee. This form is kept with the child's enrolment record. (Refer to Administration of Medication Policy)
- Ensure that educators/staff do not administer medication without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency (refer to Administration of Medication Policy, Medical Conditions Policy, Incident, Illness and Administration of First Aid Policy, Emergency Management Policy).
- Ensure educators and staff allow a child to depart the service only:
  - With a person who is the parent/guardian or authorised nominee named in the child's enrolment record, or
  - With a person authorised by a parent/guardian or authorised nominee, or
  - In accordance with the written authorisation of the parent/guardian or authorised nominee, or
  - When taken on an excursion with written authorisation of the parent/guardian or authorised nominee, or
  - In the case of a medical emergency or another emergency.
- Ensure that written authorisation is provided by the parent/guardian or authorised nominee named in the child's enrolment record for a regular outing or regular transportation.
- Ensure there are procedures in place if an unauthorised person or a person who does not appear to be fit to take care of the child attempts to collect a child from the service or poses a risk to the safety of the children and staff.
- Exercise the right to refusal if written or verbal authorisations do not comply with the National Law or National Regulations. If an authorisation is refused by the service, it is best practice to document:
  - The details of the authorisation
  - Why the authorisation was refused

- Actions taken by the service. For example: if the service refused a parent/guardian or authorised nominee named in the child's enrolment record to collect the child from the service as they were under the influence of alcohol, what action was taken to ensure that the child was collected. (Refer to Refusal of Authorisation Form).
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis, asthma, epilepsy or diabetes. In accordance with the National Law and National Regulations and Standards, the service can administer medication without authorisation in an emergency. In these cases, Management will be required to contact a parent/guardian in the first instance or an authorised nominee if a parent/guardian cannot be reached, as soon as practicable after the medication has been administered.
- Inform the Approved Provider when a written authorisation does not meet the requirements outlined in the service policies.

### **Educators will**

- Follow the policies and procedures of the service at all times.
- Ensure that written authorisation is provided by the parent/guardian or authorised nominee for a regular outing or regular transportation.
- Ensure that the parent/guardian or authorised nominee signs and dates permission forms for excursions.
- Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee.
- Ensure that the parent/guardian or authorised nominee signs the attendance record as their child arrives and departs from the service, using the online system through the iPad.
- Diploma Qualified Educators will administer medication only with the written authorisation of a parent/guardian or authorised nominee, except in the case of an emergency (including an asthma, anaphylaxis, epilepsy or diabetes emergency).
- Allow a child to depart from the service only with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion.
- Follow the Collection of Children Procedure to refuse collection when appropriate.
- Ensure any written authorisations are returned to the Centre Coordinator/Nominated Supervisor to file with the child's records.
- Inform the Centre Coordinator/Nominated Supervisor when a written authorisation does not meet the requirements outlined in the service's policies.

### **Families will**

- Read and comply with all service policies and procedures.
- Complete and sign the authorised nominee section of their child's enrolment form before their child commences at the service.
- Ensure that changes of authorised nominees (for example adding or removing a person or a change in contact details) are provided to the service in a timely manner.
- Advise authorised nominees that they will require photo identifications (such as a driver's licence) in order to collect the child from the service.
- Sign and date permission forms for excursions, regular transportation and regular outings.
- Sign the attendance record as their child arrives and departs from the service, using the online system on the iPads provided.
- Provide written authorisation where children require prescribed medication to be administered by Diploma qualified educators/staff.
- Acknowledge that in the case of separated families, either biological parent is able to add an authorised nominee in writing unless a court order is provided to the Nominated Supervisor stating that one parent has sole parental responsibility.

### **In the case of an emergency**

- In the circumstance where a child needs to be collected urgently and the parents or guardians cannot be contacted, the authorised nominees will be contacted.
- Where a parent/guardian or authorised nominee is unable to collect the child, they may authorise an alternative person to pick up the child. This authorisation must be in writing (preferably by email) and include the child's name as well as the name, telephone number and address of the person being authorised to collect the child.

### **Authorisation Requirements**

Authorisation documents are required for the following situations and must have details recorded as specified.

#### **Administration of medication**

- The name of the child
- The authorisation to administer medication, signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
- The name of the medication to be administered
- The time and date the medication is to be administered
- The dosage of the medication to be administered
- Whether the medication is to be self-administered, such as Ventolin or Insulin
- The reason for the medication
- The period of authorisation from and to
- The date the authorisation is signed
- From its original container before the expiry or use-by date
- In accordance with any instructions attached to the medication or provided by a registered medical practitioner
- Have a second person checking the dosage of the medication and witnessing its administration
- Educator administering medication and witness must write their full name and sign the medication record
- Details of the administration must be recorded in the medication record.

#### **Medical treatment authorised as part of the child's enrolment record**

- The name of the child
- Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service
- Authorisation for the transportation of the child by an ambulance service
- The name, address and telephone number of the child's registered medical practitioner or medical service and if available the child's Medicare number
- The name of the parent or guardian providing authorisation
- The relationship to the child
- The signature of the person providing authorisation and date.

#### **Emergency medical treatment**

- The Service is able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent/guardian or authorised nominee in the case of an emergency (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to anaphylaxis, asthma, epilepsy or diabetes.

#### **Transportation (other than as part of an excursion)**

If the transportation is 'regular transportation' the authorisation is only required to be obtained once in a 12-month period

- Name of the child
- the reason the child is to be transported

- if the authorisation is for regular transportation, a description of when the child is to be transported
- a description of the proposed pick-up location and destination
- the means of transport
- the period of time during which the child is to be transported
- the anticipated number of children likely to be transported
- the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation
- any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- that a risk assessment has been prepared and is available at the education and care service
- that written policies and procedures for transporting children are available at the education and care service.

### **Excursions (including regular outings)**

If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period, otherwise;

- The name of the child
- The date of the excursion (if not for a regular outing)
- The reason for the excursion
- The proposed destination for the excursion
- The method of transport to be used
- The route to be taken to the excursion and return
- The activities to be undertaken by the child during the excursion
- The period the child will be away from the premises
- The anticipated number of children likely to be attending the excursion
- The ratio of Educators attending the excursion to the number of children attending the excursion
- The number of staff members and any other adults who will accompany and supervise the children on the excursion
- That a risk assessment has been prepared and is available at the service
- That a risk management plan has been prepared and is available
- The name of the parent/guardian or authorised nominee providing authorisation
- The relationship to the child
- The signature of the person providing authorisation and date
- Any water hazards and risks associated with water-based activities
- The items that should be taken on the excursion.

### **Confirmation of Authorisation**

- All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and checked that the authoriser (name and signature) is the nominated parent or guardian on the enrolment form, unless parent/guardian has provided authorisation to an authorised nominee to provide authorisation.
- If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction.
- Unless confirmation has been proven, the activity will be suspended for the child's participation until the form has been completed and authorised correctly.

### **Collection of children**

***Parents or legal guardians of an enrolled child are advised that without a court order the service cannot refuse a parent or legal guardian whether they are on the enrolment form or not, the right to, collect their child from the service.***

- The name of the child

- The name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation
- The name of the person/s authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises
- The relationship to the child of the persons authorised to collect the child from the premises
- The signature of the person providing authorisation and the date
- Identification corresponding to the child's enrolment form of authorised person/nominee
- Any Court Orders on file which have restrictions on who can collect a child must be made known to educators and kept current and in a confidential manner
- If a person arrives to collect a child and does not have authority based on a current court order, educators are to refuse access to the child and ask the person to leave the premises.

## ARRIVALS

- In order for children to feel secure and safe, it is important that children and families are greeted upon arrival by a member of staff/educator.
- All children need to be signed in by a parent/guardian or authorised nominee. This record must reflect the time and parent/guardian or authorised nominee's name.
  - Educators are to remind families to sign their children into the service.
  - For out-of-school care services, educators sign children into after-school care sessions.
- The parent/guardian or authorised nominee must also advise the educators who will be collecting the child that day.
- Children and parents, guardians or authorised nominees must use hand sanitiser or wash their hands before moving through the service.
- Educators in the room should take the opportunity when a family arrives with their child, to have a meaningful conversation and make general enquiries about the child's health and wellbeing on that day.
  - Should a child require it, an educator must ensure an Administration of Medication Authorisation Form is completed accurately. The medication must then be stored out of reach of children in the designated place.
  - Should a child arrive with a pre-existing injury, an educator must ensure an Incident, Injury, Trauma and Illness Record is completed accurately and signed by the person delivering the child.
- A space for children's belongings will be made available. In order to help children settle into the service, families are to be encouraged to help their child put their bags away in the space provided.
- Children must have the chance to say goodbye to the person delivering them. Educators should encourage families to say goodbye because saying goodbye helps to build trust. Leaving without saying goodbye could cause the child to think they have been left behind and cause the child unnecessary stress and anxiety.
- Children are to be handed over to an educator before the person delivering the child leaves. This ensures the safety of the child and a smooth and supportive transition into the service.
- Children who arrive to the service asleep must be gently woken and be responsive before the parent, guardian or authorised nominee can leave and the child is accepted into the care of the service.
  - This is to ensure that the child is healthy and well upon their arrival to the service.

### Transition from school to OSHC at the end of the school day

- Children in Kindergarten, Pre-primary and Year 1 will be collected from class by an educator, who will sign them in.
- Children in Year 2 and above will walk from their classroom to the OSHC space and be signed in by an educator.
  - Children in Year 1 will begin to transition walking themselves from their classroom to Keiki during their final term in Year 1.

- Once sufficient time has passed to allow children to reach the OSHC from their classrooms, an educator will ensure all booked children are accounted for.
- The following process will apply when a child is booked in but does not arrive:
  - Check with the school office or teacher to clarify if the child has been at school and/or picked up early.
  - If the child was at school and did not leave early, commence a search of the school grounds (including any exit/entry points or kiss and drive) and ask the school to make an announcement on their PA system, asking the child to make their way to the OSHC or the school office.
  - If the child cannot be located quickly, call the parents/guardians.
  - If the parent does not answer the phone, text all listed parents/guardians stating “URGENT, your child (insert name) has not arrived at Keiki OSHC, please call us”.
  - One staff member will continue to try and contact parents/guardians and authorised nominees. A search of the school grounds will continue if there are enough staff members.
  - Call Keiki Hub to inform the General Manager or Owner.
  - If the child still cannot be located and no parents/guardians or authorised nominees can be contacted, send another text stating “URGENT, we need to call the police as your child (insert name) has still not arrived at Keiki OSHC and we cannot locate them”.
  - Call the police and inform them you have a child who has not arrived at the service and cannot be located. Follow their instructions.
  - The Centre Coordinator/Nominated Supervisor must notify the Regulatory Authority within 24 hours (Regulation 176(2)(ii)).

## DEPARTURES

- Staff will follow the Collection of Children Procedure when a person arrives to collect a child.
- Children may only leave the service’s premises if the child leaves in accordance with the written authorisation of the parent/guardian or authorised nominee.
- Parents/Guardians are to advise their child’s educator if someone different is picking up their child. This person is to be named on the enrolment form or given in writing, preferably via email or written note. A text message will be accepted in the event of an emergency, however, this should be followed up by an email as soon as practicable.
- All children must be signed out by their parent/guardian or authorised nominee using the online system on the iPad. If a parent forgets, the Nominated Supervisor or Responsible Person must sign the child out.
- For the protection of the children and educators, parents MUST NOT give the service door code or key to anyone.
- The Nominated Supervisor will ensure that children’s authorised nominees and emergency contacts are kept up to date, through annual re-enrolment and conversations with families.
- If the person collecting the child appears to be intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, the educator will:
  - Try to engage the collecting person in conversation and send another educator to bring the Responsible Person to the room.
  - The Responsible Person will:
    - Explain to the person collecting the child that they cannot take the child at that moment and the reasons why
    - They must try to come to an agreement about an alternative person that can collect the child, using the authorised nominee list in the child’s file
    - If the person insists on taking the child, the educator cannot physically stop the unauthorised person however, the educator must contact the police and advise them of the situation.
  - If the person leaves in a car with the child, take note of the registration details and provide this information to police.

- After reporting to the police, contact the next parent/guardian or authorised nominee to advise them of the situation.
- A parent/guardian or authorised nominee must arrive to collect their child/children by the closing time of the service.
- At the end of each day educators will check indoor and outdoor premises, including all rooms and storage rooms, beds and cots, and storage sheds to ensure that no child is left on the premises after the service closes. They will also check the Xplor app to ensure all children have been signed out.
- In the event of an emergency, including medical emergencies or emergency evacuations, children will be allowed to leave the service in the care of an educator or staff member.
- Details of children sent home (for example due to injury or illness) will be recorded on a record kept by each service.

#### **Transition from OSHC to school at the beginning of the school day**

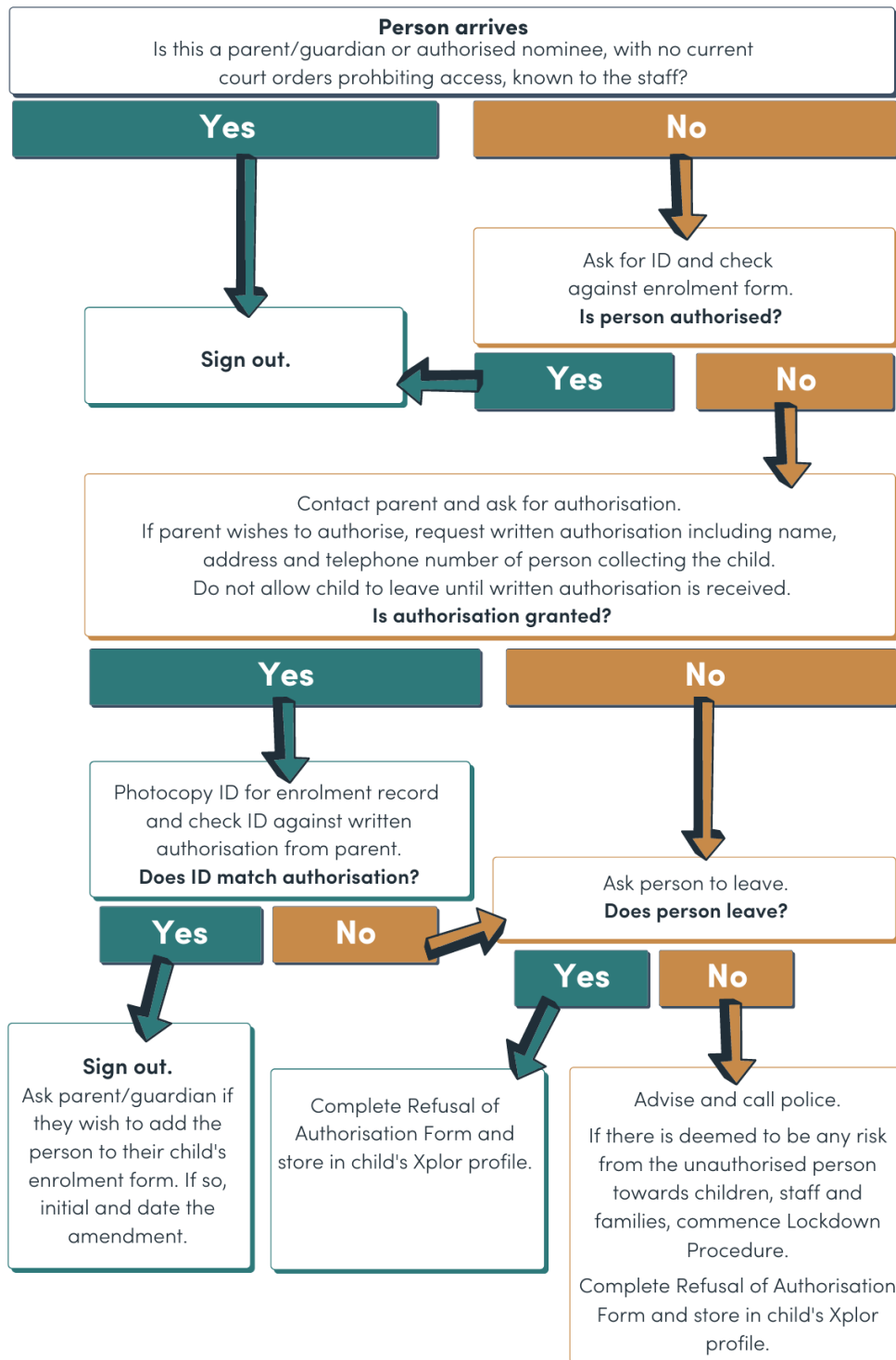
- Children in Kindergarten, Pre-primary and Year 1 will be walked to their classrooms at the start of the school day and handed into the care of a teacher or education assistant in the classroom.
- Children in Year 1 and above will be released from OSHC at classroom opening time and will walk directly to their classroom.
  - Children in Year 1 will begin to transition walking themselves to their classroom from Keiki during their final term in Year 1.

#### **Court Orders**

- Court orders held on children's files must be maintained and kept current to ensure correct decisions are made in the event of an unauthorised person attempting to collect a child.
- No child will be withheld from an authorised contact or biological parents named on the enrolment form unless a current court order is on file.
- In the case of a particular person (including a biological parent) being denied access to a child, the service requires a written notice (court order) from a court of law.
  - Educators will attempt to prevent that person from entering the service and taking the child, however the safety of other children and educators must be considered.
  - Educators will not be expected to physically prevent any person from leaving the service.
  - In such cases, the parent with custody will be contacted along with the local police and appropriate authorities.
  - Where possible the educator will provide the police with the make, colour and registration number of the vehicle being driven by the unauthorised person, and the direction of travel when they left the service.
  - A court order overrules any requests made by parents to adapt or make changes.
- In the case of a serious incident occurring (as described above) the regulatory authority must be notified within 24 hours using the NQA IT System.

#### **Collection of Children Procedure**

## COLLECTION OF CHILDREN PROCEDURE



### Late collection of children

- Staff will start contacting families at 5.50 pm.
- Families collecting after 6.00 pm will be given a late collection letter immediately notifying them of the late fees.
- Details are to be entered into the Late Collection Form and signed by both staff and parent/guardian or authorised nominee.

- The Centre Coordinator is to be informed of any parent/guardian who does not adhere to their contracted hours and will follow up with such parents/guardians to ensure compliance.
- If there are children still present at the service upon closing, a minimum of two Educators will remain until all children are collected.
- Instruction to parents. Please remember that our Educators have families to go home to and their own children to collect by a designated time.
  - If you are late to collect your child two Educators have to stay behind and therefore both have to be paid overtime. To cover this, a late fee will be charged.
    - Please see the Fees Policy for more information.
- If parents/guardians know that they are going to be late, they must notify the service. If possible, they should make arrangements for someone else to collect their child.
- If they have not arrived by closing time the service will attempt to contact them via phone. If parents/guardians are unable to be contacted the Nominated Supervisor will call alternative contacts as listed on the enrolment form to organise the collection of the child.
- Due to licensing and insurance purposes, if by closing time neither a parent/guardian or any of the authorised nominees are available or contactable, the service may need to contact the police and other relevant authorities (Police 131 444. Child Protection Hotline 132 111).
- If the child is taken to an alternative safe location, for example, a police station, a sign will be displayed at the service notifying parents/guardians of the child's whereabouts. If this occurs, the service will be obligated to contact relevant Child Protection Agencies and notify the Regulatory Authority.
- Where families are repeatedly late to collect children, the service reserves the right to terminate a child's enrolment.

### **Non-collection of children**

If children are left at the service 30 minutes after closing time without any contact from a parent/guardian or authorised nominee, the following legal guidelines apply:

- Two staff members must remain on site to care for the child
- Staff will continue trying to contact parents/guardians and authorised nominees listed on the enrolment form for 30 minutes after closing.
- If no-one has been found to collect the child, the Nominated Supervisor and Approved Provider must be contacted
- Police will then be contacted (131 444)
- Follow directions from the Police
- If the child leaves the service with the Police or relevant authority i.e. Department of Communities, a copy of the enrolment form will accompany the child. A notice will be displayed on the service door, asking the parent/guardian or authorised nominee to contact the local police station or relevant authority (address and phone number to be supplied).
- Staff members involved in the care of a child in this situation will ensure that the Nominated Supervisor is given a full written report of the circumstances on the service's next working day.

## **SECURITY OF SERVICE**

### **Long Day Care excluding Three Plus**

To ensure security at the service, the front door/door to the room is locked. Families should use their secure pin code to open the door. Families must NEVER open the door for anyone, this is a staff responsibility. This is to ensure the safety of all children, staff and families at the service. Manners are not a consideration in this matter as the safety of the children is the main priority.

If families forget their pin, the office staff will open the door and arrange a new pin code or pin code reset.

All families must have access to the service with a pin code. If the office is not attended i.e. early morning or late evening, educators find it difficult to leave the room to answer the door as they are supervising children. Leaving the room reduces the supervision level and accidents are more likely to happen at this time. Using a pin code means your child and all the other children are safer.

Our service ensures:

- A front door with secure pin code access and a doorbell for visitors is fitted
- All families are supplied with a pin code per parent. Authorised nominees are supplied with a pin code if they regularly deliver or collect a child.
- The front door has a self-closing hinge and immediately locks.
- All families are made aware that only staff members can admit someone without a pin code into the building
- Any visitors to the service are required to sign in and out on the visitor's log.

#### Visitors, students and volunteers

- To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our service must sign in when they arrive at the service and sign out when they leave.
- Visitors, students and volunteers will not be left alone with children at any time, in accordance with the National Regulations.
- All visitors must wash or sanitise their hands upon arrival and departure from the service.

## FOOTNOTES

#### Sources

- ACECQA – Australian Children's Education and Care Quality Authority.
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law (WA) Act 2012. (2019).
- Education and Care Services National Regulations 2012. (2022).
- Guide to the National Quality Framework. (2022).

#### Related regulations and standards

##### National Quality Standards (NQS)

##### Quality Area 2: Children's Health and Safety

2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect

##### Quality Area 7: Governance and Leadership

7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operations of a quality service.
-------	--------------------	--

##### Education and Care Services National Regulations and National Law

92	Medication record
93	Administration of medication
99	Children leaving the education and care service

<b>102</b>	Authorisation for excursions
<b>102d</b>	Authorisation for service to transport children
<b>103</b>	Premises, furniture and equipment to be safe, clean and in good repair
<b>160</b>	Child enrolment records to be kept by approved provider
<b>161</b>	Authorisation to be kept in enrolment record
<b>168</b>	Education and care services must have policies and procedures
<b>170</b>	Policies and procedures must be followed
<b>175</b>	Prescribed information to be notified to Regulatory Authority
<b>176</b>	Time to notify certain information to Regulatory Authority
<b>Education and Care Services National Law</b>	
<b>99</b>	Delivery and collection of children
<b>165A</b>	Offence relating to children leaving the education and care services premises unauthorised

### Review & document control

Policy Reviewed	Modifications
<b>December 2022</b>	This policy was created by combining previous policies: Acceptance and Refusal Policy, Security of Service Policy and Arrival and Departure Policy.
<b>January 2023</b>	Update to related regulations. Added sections relating to transition between school and OSHC.
<b>April 2024</b>	Added clarification around when Year 1 children walk to and from their classroom OSHC.
<b>October 2024</b>	Added information about not accepting children who are asleep from parents, guardians and authorised nominees (page 6)
<b>November 2025</b>	Either parent can add authorised nominees unless a court order is in place stating otherwise.

### Disclaimer

It is each employee, family and visitor to the service's responsibility to read, understand, follow and address any concerns with management about this policy.

Are you looking at the most recent version of this document?

You can find it at: <https://keikiearlylearning.com.au/policies-and-procedures/>

Warning: uncontrolled when printed. This document was current at time of printing and may be subject to change without notice. This policy is the property of Keiki Early Learning and cannot be reproduced without permission.