



Cannon Hill Early Learning Centre

Date Night Policy & Procedure

Aim

- To enhance educator and family connections in a joint venture to enrich partnerships through working towards a common goal.
- Educators will provide a safe environment for all children in their care afterhours and will fulfil their duty of care by continuing to following the centres regular policies and procedures during Date Night events.

Procedure

All parents must have previously completed the Date Night booking form and supplied contactable emergency numbers and any dietary requirements.

All parents/guardians must sign in on the date night attendance roll and list approximate collection time and authorised person who will be collecting the child. Qikkids sign in and out sheets will be used for this.

A parent/guardian must accompany the children into the centre and deliver children to an Educator on duty.

If your child requires any medication for an ongoing medical condition please ensure that it is handed directly to an Educator and that a medication form is completed as per our medication policy.

Collection of Children

1. Collection time is no later than stated on the booking form. A full fee of \$30 per child will incur after date night closure time.
2. Parents/Guardians must sign out on the date night attendance roll.
3. Persons under the age of 18 years will not be permitted to collect children.
4. Parents/Guardians must see an Educator prior to removing your child from the premises. You may need to complete an incident report, discuss behaviour or Educators might just relay a message.
5. Educators will request any person collecting a child who seems to have impaired driving skills to call another person to collect the child or make alternate arrangements for travel with the child. If this request is ignored then Educators may call police for assistance.
6. Educators will not allow any child to travel unaccompanied in a taxi/car service or other form of transportation.

Considered and Accepted by

KAL Management		20 July 2018
Centre Representative		
Parent Representative		