



Car Park Policy

NQS

QA2	2.1.1	Each Child's needs are supported
	2.3.1	Children are adequately supervised at all times
QA3	3.1.2	Premises, furniture and equipment are safe, clean and well maintained

National Regulations

Reg	99	Children leaving the education and care services premises
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EYLF

LO3	Children have a strong sense of wellbeing
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Aim

To ensure the safety of children, families and educators while providing convenience during drop off and pick up times.

Related Policies

Orientation for children Policy

Physical Environment Policy

Who is affected by this policy?

Child

Families

Educators

Management

Visitors

Implementation

To ensure the safety of the children and families entering and leaving the service, the management of the Little Souls car park is of great importance. It is utilised by staff members, families of children in care, visitors and service delivery vehicles. In order to accommodate these vehicles the following guidelines must be followed:

Morning Car Park Drop Off

- The busiest times for morning drop off are 7:55 to 8:10 and 9:55 to 10:10. Please avoid arriving in the drop off zone too early to avoid car park congestion. If you are early please wait on the road till it is time to drop off, do not bring your child in early if they are in the ABA program.
- If dropping off children between these times families are not to use the normal car spaces provided. Instead cars should be parked nose to tail in a U-formation to allow cars to exit easily after child collection.
- During these busy drop off times parents are to remain in their cars and a staff member will deliver the child attendance registers for you to sign and help your child from the car.
- If parents have information to pass on to the centre, please call, email or come in and see the responsible person in charge outside the peak times mentioned above. To avoid car park congestion.
- If families arrive after the peak car park times they should park normally in the spaces provided and deliver children to the service.

Afternoon Pick Up

- Parents are required to park normally in the car spaces provided and remain waiting in the car until a staff member brings your child out to you along with the sign out register for you to sign.
- Parents are responsible for ensuring that their child is securely fastened into their car seat, staff are not to secure children.
- Parents must not leave children in the car unattended. If there is a sleeping child in the car parents should phone ahead and a staff member will bring your child out to the car for you.

Parent responsibilities

- All children are to wear shoes to and from the centre to ensure their safety in the car park.
- Children's hands MUST be held in the car park at all times. If assistance is required it should be brought to the centres attention to ensure a staff member is available to help.
- Children's seat belts are to be fastened by parent or guardian who is collecting that child.
- If spouses, grandparents or friends will be involved in picking up the children they should have read these guidelines and comply accordingly.
- The numerical code to the front door is to be kept confidential.
- The gate and front door are to remain closed securely at all times.
- Failure to comply with the above guidelines may jeopardise a child's place at the centre.

Staff Responsibilities

- Keep car park free of foreign and dangerous objects.
- Make sure you hold children's hands upon collecting them from the cars in the morning and returning them to parents in the car park in the afternoon.
- Staff are not to park in the centre car park unless they are management or closing staff, or if special permission has been granted.

Evacuation Meeting Point

- The car park is our meeting point for any evacuation procedure, anyone entering the car park during opening hours needs to be vigilant of any procedures that may be in process..

Sources

Education and Care Services National Regulations 2011

National Quality Standard

Early Years Learning Framework

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Reviewed: June 2015

Date for next review: June 2016