Custody and Access

We will only be able to release your child to an authorised person. Authorised people are identified on your child’s enrolment form. In the event that you require an emergency contact to collect your child from the centre you must notify the Director of this occurrence. We will notify your son’s teacher and also let your child know of the arrangements. When emergency contacts collect your child from our centre we require photo identification, such as a drivers license, to verify the person’s identity. If we are unable to verify that the person’s identity we will contact the parent/guardians immediately for verbal authorisation. If a parent/guardian cannot be contacted we will NOT release your child to any person who is not a listed emergency contact unless we have written consent from the parent/guardian. Notify the Director promptly of any changes to emergency contact information. If there are changes in custody arrangements please provide a court order to the Director.

If an unlawful person tries to kidnap or abduct a child from the centre staff will follow the Action Plan for Kidnap/Abduction.