# Creativityhood Child Safety Pickup and Drop-Off Policy

**Effective Date**: 24 April 2025
**Approved By**: Kellie Edwards, Creativity Hood Owner

## Purpose

Creativityhood is committed to ensuring the safety and well-being of all children (ages 2–16) participating in our art classes, in accordance with Queensland's *Child Protection Act 1999* and related child safety regulations. This policy outlines the procedures for the safe drop-off and pickup of children to ensure compliance with child safety obligations and to provide a secure environment for all students.

## Scope

This policy applies to all parents, guardians, authorized persons, and staff involved in the drop-off and pickup of children attending art classes at Creativityhood.

## Consent

By registering your child with Creativityhood, you are consenting to the procedures outlined in this Child Safety Pickup and Drop-Off Policy.

## 1. Drop-Off Requirements

To ensure timely session starts and adequate supervision:

- Parents or guardians may drop off their child **up to 5 minutes early** before the start of the session to allow students to begin on time.
- If a child is dropped off **earlier than 5 minutes before the session**, Creativityhood cannot take responsibility for their supervision until the designated drop-off window begins.
- Parents are responsible for ensuring their child is supervised until the 5-minute drop-off period.

## 2. Sign-In and Sign-Out Requirements

To ensure accountability and supervision, the following procedures are in place:

- **Children Aged 7 and Under**:
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    - Parents or guardians must sign their child in at the start of each session and sign them out at the end of each session (the parent who enrolled child on the registration form is the legal adult allocated for sign in and sign out)
    - This process ensures accurate records of the child's presence and the responsible adult.
- **Children Aged 8 and Older**:
    - Children may be dropped off and picked up at the designated **Pickup Zone** without requiring a parent to sign them in or out.
    - Children will be instructed to wait in the **Pickup Zone** from 5 minutes before the end of the workshop until 5 minutes after the workshop.
    - Parents must ensure timely arrival within this time window to maintain supervision.

# 3. Pickup Time

- Parents or guardians are required to arrive **5 minutes before the end of the session** to collect their child.
- Timely pickup supports a safe and organized environment and minimizes risks to children.

# 4. Authorized Pickup

To ensure only authorized individuals collect children:

- **Children Aged 7 and Under**:
    - If a child is to be picked up by an **unauthorized adult** (not listed as a parent or guardian), the parent must provide **written consent via text communication** to the studio prior to pickup.
    - The unauthorized adult must present valid identification to the lead teacher at pickup, and this will be recorded.
- **Pickup Outside the Designated Pickup Zone**:
    - If a parent requests their child be picked up outside the designated **Pickup Zone**, **written consent** must be provided in advance.
    - This applies to all children, regardless of age, to ensure safe transitions.

# 5. Attendance and Record-Keeping

- A **roll call** will be conducted at the start of each session to verify the attendance of all children.

● Attendance records will be maintained securely in accordance with Queensland privacy and child safety regulations to confirm the presence of all registered children.

# 6. Late Pickup Procedure

To ensure continuous supervision:

● **Children Aged 7 and Under**:
    ○ If a parent arrives late, the child will be escorted to the **Parents' Room** (a supervised pickup zone) to wait under staff supervision.
    ○ Parents must park, proceed to the Parents' Room, and notify the **lead teacher** to confirm pickup outside the designated time.
● **Children Aged 8 and Older**:
    ○ If a parent is more than **5 minutes late** (i.e., after the 5-minute post-workshop window), the child will be required to return to the **Parents' Room** (a supervised pickup zone) to wait under staff supervision.
    ○ Parents must park, proceed to the Parents' Room, and notify the **lead teacher** to confirm pickup.
● Late pickups will be documented to ensure accountability and child safety.

# 7. Child Safety Compliance

● **Staff Qualifications**: All staff involved in supervising children hold valid **Working with Children Checks (Blue Cards)** as required by Queensland's *Working with Children (Risk Management and Screening) Act 2000*.
● **Risk Management**: Creativityhood maintains a child safety risk management strategy, including this policy, to identify and mitigate risks during drop-off and pickup.
● **Supervision**: Children are supervised at all times by trained staff during sessions and in the Parents' Room during late pickups.
● **Incident Reporting**: Any concerns or incidents related to child safety will be reported and managed in accordance with Queensland child protection requirements.

# 8. Parent Responsibilities

Parents and guardians are responsible for:

● Arriving on time for drop-off and pickup.
● Providing accurate and timely consent for unauthorized pickups or non-designated pickup zones.
● Notifying the studio of any changes to pickup arrangements in advance.
● Ensuring contact details are up-to-date for emergency communication.
● Supervising their child if dropped off earlier than the 5-minute drop-off window.

# 9. Contact Information

For questions, consent submissions, or concerns about this policy, please contact:

- **Phone**: 0430944442
- **Email**: Kellie@creativityhood.com
- **Address**: 1/363 Bayswater Road, Garbutt, QLD

# 10. Policy Review

This policy will be reviewed annually or as required to ensure ongoing compliance with Queensland child safety laws and to reflect best practices in child protection.

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**Commitment to Child Safety**
Creativityhood is dedicated to creating a child-safe environment where the well-being of every child is prioritized. We thank you for your cooperation in adhering to this policy to keep our community safe.