

## Preschool delivery and collection of children procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation <a href="#">99</a> Regulation <a href="#">158</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Preschool- Obtaining parent's authorisation and consent</a>
<b>Pre-reading and reference documents</b>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
<b>Preschool supervisor</b>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:</p> <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	

<b>Preschool educators</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>Arrival at preschool</b>	<ul style="list-style-type: none"> <li>• Preschool gates open at 9:00am.</li> <li>• Children remain in the care and under the supervision of a parent or carer until they have signed their child/children in.</li> <li>• On entering the preschool premises, each parent or carer must sign the arrivals and departures register, noting their time of arrival. It will ask parents to sign and write the time of when they drop off and pick up their child. It also has a comment section where families can record information of medication already administered to their child and where staff can record important comments for families to see at pickup time, including alerting them to incident reports to be signed.</li> <li>• If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them. Parents are encouraged to stay for as long as they like with their child each day at preschool. This can assist with settling a child during drop off times or just as a time for families to engage in activities with their child to help strengthen partnerships with the preschool.</li> <li>• An educator performs a head count and checks that the total number of children in attendance correlates with the number of children signed in.</li> <li>• If a parent or carer has forgotten to sign their child in, an educator will record on the sign-on sheet who brought the child to preschool with the approximate time. Two educators will initial what has occurred. A comment is then written on their child's sign in section to remind them to sign their child in next time. Families are also reminded verbally the next time educators see them.</li> <li>• The arrivals register is monitored throughout the day to ensure it accurately reflects the number of children in attendance and that all children are accounted for. Attendance number will first be recorded at 10am, and updated if there are any extra arrivals</li> </ul>

	<p>throughout the day. Attendance numbers are also indicated on staff handover sheets.</p> <ul style="list-style-type: none"> <li>Families are informed of this procedure at orientation, on their first day of preschool, and throughout the year when needed.</li> </ul>
<b>Collection from preschool</b>	<ul style="list-style-type: none"> <li>Children are only able to leave the preschool premises in the care of a parent or carer (unless otherwise directed by a court order), or a person authorised by the parent or carer to collect their child – an <i>authorised nominee</i> or <i>authorised collector</i>.</li> <li>Families record their child's authorised collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff. Staff photocopy out of children's enrolment forms collection information, so preschool educators can have a copy to refer to on the preschool premises. Parents who want to update this information will need to do so at the office at which point office staff will photocopy the new version and send it down to the preschool.</li> <li>The summary of authorised collectors is stored in a location in the preschool which is easily accessible to staff. Collection information is stored in a locked filing cabinet in the preschool office. Casual and relieving staff are made aware of this in the Casual Information folder.</li> <li>Documentation regarding each child's authorised collectors is kept current. Families are told in the orientation handbook to let educators know if there are any changes.</li> <li>If a parent or carer wants to make a change to the people they authorise to collect their child, the preschool enrolment form is updated, as well as any record of authorised collectors stored in the preschool. This can also be updated via an email from the parent to the school.</li> <li>When a parent or carer arrives to collect their child from preschool, they sign the arrivals and departures register to confirm the time they are taking the child from the premises.</li> <li>After the preschool closes, the premises are checked to ensure no child remains. Both the teacher and SLSO complete this check and verify they have done so and that no child remains on the premises by signing and noting the time on the arrivals and departures register.</li> <li>If an educator witnesses a parent or carer taking their child from the premises, but they did not sign the arrivals and departures register, the educator will record who collected the child at what time, and another educator will initial this. A note is made on the sign on sheet in the comment section under that child's name to remind the parents to sign out each day.</li> <li>If a child is not on the premises, has not been signed out and the educators did not see them leave with their parent or carer, the parent must be phoned immediately to confirm the child's</li> </ul>

whereabouts.

- If a parent or carer is late to collect their child, they must phone in advance to inform the preschool educators. Children must be picked up promptly on or before 3.00pm each day. If there are any problems and/or changes, parents are required to let preschool staff know by calling the school on 9311 1175. A message is given to preschool.
- If a parent or carer is late and has not contacted the preschool, they will be contacted to enquire who is collecting their child. If a child isn't picked up by 3.10pm and the parents are not contactable, emergency contacts on record will be contacted. If no one can be contacted by 3:25pm, the child will be taken to the Principal/Nominated Supervisor. The principal will assess the situation and determine the next appropriate action. In some cases, this will include contacting the police and making an official child wellbeing notification.
- Any authorised collector, not already known to the preschool staff, is asked to verify their identity with photo identification.
- A parent or carer may give verbal advice in person, via email or over the phone, that a new person is authorised to collect their child. In this situation, a record must be made by the educator who receives the instruction, of the details. If this person is to become a regular collector, the parent must then update their child's enrolment form to reflect this.

Record of procedure's review
<b>Date of review and who was involved</b>
20/2/23 preschool team, whole school staff team, children, and families
<b>Key changes made and reason/s why</b>
Families can now add authorized collectors via an email to the school.
<b>Record of communication of significant changes to relevant stakeholders</b>
<b>Date of review and who was involved</b>
15/2/22 preschool team, whole school staff team, children, and families
<b>Key changes made and reason/s why</b>
Transferred to new DOE format.
<b>Record of communication of significant changes to relevant stakeholders</b>