

## Delivery and collection of children – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<b>NQS: 2.2</b>  <b>Regulations: 99, 158</b>	Leading and operating department preschool guidelines	ACECQA's policy and procedures guidelines – <a href="#">Delivery and collection of children</a>

## Responsibilities

<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> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<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 could include:</p> <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and the implications for updates to this procedure</li> </ul>

	<ul style="list-style-type: none"> <li>reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>they are actively involved in the review of this procedure, as required, or at least annually</li> <li>details of this procedure's review are documented.</li> </ul>

## Procedure

<b>Arrival at preschool</b>	<ul style="list-style-type: none"> <li>The preschool teacher will open the Lawson Street preschool gate at 9:00am. Families are to wait with children on footpath outside of preschool on Lawson Steet and remain fully responsible for them whilst waiting for gate to open.</li> <li>In the instance a child is discovered to be left unaccompanied before the preschool gate opens staff will immediately let the child into the preschool and supervise the child whilst calling to alert families to the arrival procedure and to come back to the preschool to wait with their child until opening hours and to sign them in where possible.</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</li> </ul>
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	<p>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.</p> <ul style="list-style-type: none"> <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 throughout the day. Attendance numbers are also indicated on staff handover sheets.</li> <li>• Families are informed of this procedure at orientation, on their first day of preschool, and throughout the year when needed.</li> </ul>
<p><b>Collection from preschool</b></p>	<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 authorised nominee or authorised collector.</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</li> </ul>

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 in writing on the enrolment, via email or letter to the school's office at which point office staff will photocopy the new information and send it down to the preschool.

- 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.
- 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.
- If a parent or carer wants to make a change to the people they authorise to collect their child, the preschool enrolment file is updated, as well as any record of authorised collectors stored in the preschool. This can also be updated via a letter or email from the parent to the school. There is no provision in the regulations for this to be done verbally only.
- For a one-off pick-up situation, a family may write the full-name of the person picking up in the comment section of the sign-on sheet. However, if the person is picking up multiple times, this will need to be recorded in the enrolment form.
- 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.
- 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. This will be undertaken after all children have been signed out of the preschool.
- 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 the next day under that child's name to remind the parents to sign out each day.

	<ul style="list-style-type: none"> <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 whereabouts.</li> <li>• 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.</li> <li>• 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. The child will then be taken by the teacher and SLISO to the school's front office to be collected from this location. In the instance where the child is not collected in a reasonable time 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.</li> <li>• Any authorised collector, not already known to the preschool staff, is asked to verify their identity with photo identification.</li> </ul>
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## Record of procedure's review

<b>Date of review</b>	12/2/25
<b>Who was involved</b>	preschool team and whole school staff team
<b>Key changes made and reason why</b>	<p>*Added that parents can also change nominated person's for pick-up via email/letter.</p> <p>*Clarified the steps of what happens if a child is not collected from reschool.</p>
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p>

	<p>Parents: updated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>
Date of review	20/10/23
Who was involved	Preschool team
Key changes made and reason why	Transferred to new DOE format
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>
Date of review	20/2/23
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Families can now add authorized collectors via an email to the school.
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
Date of review	15/2/22



<b>Who was involved</b>	preschool team, whole school staff team, children, and families
<b>Key changes made and reason why</b>	Transferred to new DOE format
<b>Record of communication of significant changes to relevant stakeholders</b>	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.