

Soldiers' Settlement Public School Preschool Procedure

Delivery and collection of children



Reviewed: Management and staff will monitor and review the effectiveness of this policy at regular intervals throughout the year. Soldiers' Settlement Public School Preschool's Procedures must be reviewed and updated every 12 months.

Due for Review in February 2022.

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 99 Regulation 158	Leading and operating department preschool guidelines Preschool- Obtaining parent's authorisation and consent
Pre-reading and reference documents		

Rationale

The safety of all children is of utmost importance and it is our duty to ensure that all children are delivered and collected by parents, caregivers and/or nominated responsible adults.

Procedure Statement

This document sets out the procedures for the delivery and collection of children.

Procedure

1. Parents and/or caregivers are asked to wait with their child in the preschool outdoor playground and are responsible for their child's supervision until 9.00am when doors will be opened and parents can sign their child in. If a parent leaves their child unaccompanied in the playground before 9am, staff will supervise that child and try to call parents to come back to stay with that child. Once parents are contacted, they will be reminded of the procedure of waiting with their child until 9am.
2. Staff are responsible and supervise children at all times whilst signed in to the Preschool.
3. Parents must sign their child in and out by recording the arrival and departure times and signing both. There is a section for families to record who is picking up their child at the end of the session; this name must match someone on the preschool information card. Parents at any time can request to add people to their child's preschool information card. Staff must take out their card and hand it to families to fill out themselves. This is a legal document.
4. Head counts are regularly taken throughout the day and checked against the sign-on sheet. When staff replace each other for breaks, as part of the handover, they will be told how many children are currently signed in to the premises.
5. 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.
6. The child's preschool information card is in a marked folder in the locked cabinet in the preschool office. The location and access to this information is provided verbally to staff and through the staff induction folder and staff casual folders.
7. Parents also have the opportunity during the day to verbally inform preschool educators of changes to pick up routines by phoning the school. The phone call will be transferred to the preschool or a message will be given by office staff to preschool educators of changes to pick-up. In these circumstances the full name of the person picking up will be recorded by staff on a paper with the date and checked against that person's ID during pick-up time. This will only be

valid for that day. The paper will then be filed next to their parent information card at the preschool.

8. Parents and/or caregivers are required to present children directly to staff on arrival after 9am and notify a staff member upon departure to ensure that staff are aware of which children are at preschool.

9. For safety reasons, children must be brought to and collected from the preschool by a parent, carer or other responsible adult. Children cannot be collected by another child and no one under the age of 18 will be permitted to collect any child.

10. If a person not recorded on the child's preschool information card arrives to collect a child, the child will not be permitted to leave. Staff will then phone a parent to explain what has happened and parents may give verbal consent for pick-up at this time if they wish.

11. When an unfamiliar adult arrives to collect a child, staff will ask for photo identification to check against pick-up information. Staff must check the photo looks like the person and that their name and address is the same as the one provided on the child's information card. If identification is not provided, or information is not verified correctly the child will not to be allowed into their care.

12. Parents will be required to provide information regarding any court orders affecting access to their children to the school. This will be communicated to staff verbally as well as documented in the staff induction and casual folders.

13. 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.

14. 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.

15. At the end of each day, when all children have been collected, the preschool educators will check all areas of the preschool premises to ensure that no child remains on premises. The sign on book will also be checked by two staff members and signed to confirm that all children have been collected.

16. In the event where the family forgets to sign their child in/out of the preschool the approximate time will be recorded by staff for drop-off/pick-up, and two staff members will initial to confirm the occurrence of this event along with a note.

Evaluation As stated in the National Quality Standard, 'At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard' (Element 2.2.1) and 'Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities' (Element 6.2.1).



Preschool – Obtaining parent's authorisation and consent

Schools must obtain authorisation and consent from parents and authorised nominees in some circumstances. For example, administering medication to children, children leaving the premises in the care of someone other than their parent and children being taken on excursions. Parents may refuse to allow authorisation. All authorisations and refusals are to be kept in the child's enrolment record.

Parent consent (or consent from authorised nominees) and authorisations must be obtained in the following circumstances:

- Administration of medication to children.
- Medical treatment by a doctor or hospital in the case of an accident or emergency, including transportation in an ambulance
- Children being taken on excursions and regular outings
- Collection of children from preschool – when leaving the premises in the care of someone other than the parents
- Children having access to the internet and/or an email account
- Photographs being taken of children
- Application of sunscreenv/insect repellent

Information about consent or refusal of authorisations is held on the preschool enrolment form.

Department preschools are required to comply with the Education and Care Services National Regulations 2011. This document relates to regulations [92](#), [93](#), [102](#), [160](#), [161](#) and [168](#). These regulations align with the National Quality Standard Quality Area 2: Children's health and safety and Quality Area 7: Governance and leadership.

Acceptance and refusal of authorisations is supported by the following department policies:

- [Application to enrol in a NSW Government Preschool](#) – Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01
- [Administration of Medication: Legal Issues Bulletin 46, December 2012](#)
- [Excursion Policy and Implementation Procedures: PD/2004/0010/V07](#)
- [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](#)