

# Lismore South Public School Preschool - Ngulliboo Jarjums

## Children arriving and departing by bus (private) Procedure

Review: 22<sup>nd</sup> March 2021

Next Review: March 2022



NSW Education and Care services regulation/s	NSW Department of Education policy, procedure or guidelines	<a href="#">DoE Preschool Guidelines</a>	School policy or procedure, where applicable
NSW Education and Care Services Regulations  <a href="#">Regulation 99</a>  <a href="#">Regulation 158</a>  <a href="#">Regulation 168</a>	The following department policies and relevant documents can be accessed on the following site:  <a href="#">Bus travel advice</a>	Pages 43-44	

### Travel by Private Bus to and from Preschool

At Lismore South Public School (LSPS) Preschool a procedure is in place for the delivery and collection of children by 'Ready Set Go', a program which supports families. The parents have signed a permission note giving the bus driver permission to collect their child on allocated days from their residence and deliver them to LSPS Preschool and sign the child in and out of the preschool on their behalf.

The bus driver arrives at LSPS Preschool at approximately 9.30am on allocated days and walks the child in to the service and signs the child in to preschool. When the driver picks the child up in the afternoon they phone LSPS Preschool or blow the bus horn and the SLSO walks the child to the bus with the sign on/out sheet so the bus driver can sign the child out.

To ensure LSPS Preschool staff can keep the correct ratio of staff to children maintained at all times, all children play in the front playground area at this time on allocated days so the SLSO can walk the child to the bus parked by the gate.

LSPS Preschool has an authorisation in place from the parent that clearly gives consent for this arrangement to occur on allocated days. The family may only utilise the ACCESS bus service for two days per child, per week, therefore attendance on the alternate Wednesday is optional.

If the bus operator is unwell or absent for any reason the bus service does not operate. The bus driver will contact LSPS Preschool and inform staff that the child will not attend on this day. If the child is unwell when the bus operator arrives at the child's residence and is unable to attend preschool, the bus operator will phone LSPS Preschool staff to advise that the child will not be attending on this day.

This ensures that there are clear operating procedures in place that guarantees that the child is kept safe. If in the event that LSPS Preschool has not received any phone confirmation from the bus driver, LSPS staff should make every effort to contact the parent and document this. Where it is a child's first time catching the bus, support will be offered by the child's family, the bus driver and LSPS Preschool educators to ensure the child feels safe and secure during the process.



*The Education and Care Services National Regulations* (regulations 99 &168) require that staff pay attention to the arrival and departure of children in the preschool to ensure their safety.

Upon enrolment, parents and/or caregivers will complete the 'Authorisation of Collection of Children' section on the enrolment form, which enables parents and/or caregivers to nominate adults who they permit to deliver and collect their children.

Preschool educators will receive the children directly from their parents, or other authorised person, and are not to release them into the care of any unauthorised person. If an unknown person is unable to prove their identity, and is seeking to collect a child, the principal and/or the child's parent will be contacted to seek advice. A parent or caregiver must inform in writing the LSPS Preschool of a new authorised person. This can be done by email. This is later updated in the child's records.

Children will not be left in the LSPS Preschool grounds without adult supervision. Children are not to be dropped at the front gate or left unsupervised.

Parents and/or caregivers are asked to wait at the doors of LSPS Preschool until 9.00am when the doors will be opened. Children must be picked up promptly on or before 3.00pm each day. If there are any changes, parents and/or caregivers are required to let LSPS Preschool staff know, preferably in writing.

At the end of each day, educators will check all areas to ensure no child remains on the premises. The LSPS Preschool teacher will check the sign in and out register to ensure all children have been signed out. Two educators, (SLSO and teacher) will sign to confirm no children are left.

An arrival and departure register will be kept in the preschool and will be signed by parents or a person with authorisation, when delivering or collecting a child. This record of attendance meets the requirements of Regulation 158 (1):

- Records the full name of each child attending the service
- Records the date and time each child arrives and departs
- Is signed by parents or authorised person delivering or collecting a child
- For children travelling by bus, they are signed in and out by the bus driver (permission granted by parent)

If a parent or authorised person forgets to sign their child in or out, the person and time are recorded by the educator. At the next visit they are requested to sign and reminded of the procedure.