



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 |
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| 2.2 | Regulation 99 Regulation 158 | Leading and operating department preschool guidelines Preschool- Obtaining parent's authorisation and consent |
| Pre-reading and reference documents | | |
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| Staff roles and responsibilities | | |
| School principal | <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"> • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self- assessment. • analysing complaints, incidents or issues and what the implications are for the updates to this procedure | |
| Preschool educators | <p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in the preschool, and made accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • details of this procedure are reviewed and documented. | |



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| Procedure | |
| <p>Arrival at preschool</p> | <ul style="list-style-type: none"> • Children remain in the care and under the supervision of a parent or carer until the preschool opens at 9:00am. Families are asked to arrive as close to 9:00am as possible to minimise wait times. Families who are waiting to enter are encouraged to wait on the seating area at the bottom of the ramp or alternatively they may wait on the under covered ramp area and top landing, ensuring that access ways are maintained. Children are discouraged from running on the ramps. • Should a parent drop a child off to preschool and leave before 9:00am, educators will ensure the child is safe and contact the parent/carer to ensure they remain on the premises until 9:00am. • On entering the preschool premises, each parent or carer must sign the arrivals and departures register, noting their time of arrival. The register is located at the entrance to the preschool room. • Families are greeted and provided opportunities to be notified about the child's needs for the day. • If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them. • The environment will be set with familiar areas for children to enjoy when they are settling into Preschool. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting. • An educator performs multiple head counts throughout the day and checks that the total number of children in attendance correlates with the number of children signed in. The total number of children in attendance is recorded on the arrivals register, along with the signature of the educator who completed the head count. • If a parent or carer has forgotten to sign their child in, an educator signs the child in. • Families are informed of the arrivals procedure at the meet and greet and reminded verbally and on Class Dojo as required. |
| <p>Collection from preschool</p> | <ul style="list-style-type: none"> • 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>. • Families record their child's authorised collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff at Meet and Greet. Documentation regarding each child's authorised collectors is kept current and |



updated as necessary.

- In the event where there is shared custody of a child, both parents will be invited to attend the meet and greet interviews at the start of enrolment to ensure that all collection and care decisions are agreed upon and communicated with preschool.
- Each authorised person's information must include their name, address, relationship to child, phone number, if over 18 information. The legal parent or guardian must give authorisation for these names to be added to the preschool delivery and collection list for their child.
- The summary of authorised collectors is stored in a folder on the preschool administration table which is easily accessible to staff.
- 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.
- When staff are informed (from parents/carers) about changes in the collection of a child who is not a parent and are not known to the preschool staff, the person's identification must be shown to a staff member before staff will allow a child to go home with another adult.
- 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.
- A child is to leave the Preschool only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children at the Preschool. The DoE Child Protection Policy will be followed at all times and appropriate authorities notified as necessary.
- After the preschool closes, the premises are checked to ensure no child remains. The educator who completes this check verifies they have done so and that no child remains on the premises by signing on the arrivals and departures register at the departure of the last child at 3:00pm.
- 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 signs the child out and notes the parent who collected.
- 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.
- If a parent or carer is late to collect their child, they must phone in advance to inform the preschool educators. The child will remain with two staff members (preschool teacher and SLSO).
- 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



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| | <p>uncontactable an emergency contact will be phoned.</p> <ul style="list-style-type: none"> • 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. If the person is unknown to educators, photo identification must be presented to staff and confirmed before the child will be allowed to leave with the nominated person. • The security gates around the school are locked at all times throughout the day, excluding arrival/drop off and pick up/departure (8:20 - 9:10 am and 2.45pm). • If safety risks are posed to a child/children eg. AVOs/court orders breaches, the lockdown procedure will be put into action to deal with the security risk. The principal will be called immediately to offer further support. |
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| Record of procedure's review |
| Date of review and who was involved |
| 23/3/23 – Anna Clemesha, Maree Guy, Larissa Polak. |
| Key changes made and reason/s why |
| Working within our new space led us to more efficient locations for storing records and changed procedures around meet and greet interviews. |
| Record of communication of significant changes to relevant stakeholders |
| Published on class dojo |



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| Record of procedure's review |
| Date of review and who was involved |
| March 2022 Maree Guy, Anna Clemesha, Larissa Polak |
| Key changes made and reason/s why |
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| Record of communication of significant changes to relevant stakeholders |
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| Record of procedure's review |
| Date of review and who was involved |
| 11/10/22 Anna Clemesha, Maree Guy, Larissa Polak |
| Key changes made and reason/s why |
| Moving to new Preschool site location due to flooding rebuild |
| Record of communication of significant changes to relevant stakeholders |
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Copy and paste a new table to record each occasion the procedure is reviewed.

**LISMORE SOUTH PUBLIC SCHOOL
NGULLIBOO JARJUMS PRESCHOOL**

*Nominated Supervisor/Responsible Person/
Educational Leader: Larissa Polak*

