



## Delivery and collection of children

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> <li>reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities.</li> </ul>

	<ul style="list-style-type: none"> <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

Arrival at preschool	<ul style="list-style-type: none"> <li>• Children remain in the care and under the supervision of the person delivering them to preschool until the preschool opens.</li> <li>• Families wait under the verandah until 9am when the door is opened by a preschool educator. If a child appears to be left unaccompanied before the preschool opens, and educator will bring the child into the preschool building and a parent will be contacted to inform them of the appropriate procedure.</li> <li>• On entering the preschool premises, the person delivering each child must sign the arrivals and departures register, noting their time of arrival.</li> <li>• The register is located under the entry verandah next to the preschool gate. The register is pre-filled with each child's name, time in/parent signature, time out/.parent signature and a comments section.</li> <li>• If a child is suffering separation anxiety, the teacher will collaborate with their parent to develop a goodbye routine to support them. Visuals indicating a number of hugs/kisses, settling at a favourite activity or giving the child a task such as feeding the fish upon arrival are effective. Possibly arriving 5-10 minutes after the initial drop off rush is also effective to ensure a calmer and more settled environment for the child and parent.</li> <li>• A staff member will perform a head count and check 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</li> </ul>
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	<p>register, along with the signature of the staff member who completed the head count.</p> <ul style="list-style-type: none"> <li>• This is completed at 9.30am by an SLSO. Details of attendance are also recorded on Sentral by each classroom teacher so that the school office has these details as well in the event of an emergency. The Botany Rd gate is locked at 9.30am. If families arrive after this time, they need to 'buzz' to be let in and proceed to the office to get their name marked off. The physical preschool roll is also adjusted for late arrivals.</li> <li>• If a person forgets to sign a child in, a staff member signs the child, also recording the time they arrived.</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. This is done at group time or if the preschoolers are visiting the primary school.</li> <li>• Families are informed of the arrivals procedure at the new family information session, via the preschool handbook and through sharing the procedures on the school website and via Seesaw. Hard copies of all procedures are also located in the preschool foyer.</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 <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. The office staff photocopy these details from the preschool enrolment form and provide a binded folder for each class to be kept at preschool in the red emergency evacuation bags. These bags are located in the staffroom.</li> <li>• The summary of the children's authorised collectors is stored in a location in the preschool which is easily accessible to staff.</li> <li>• Casual and relieving staff are made aware of this location by the preschool supervisor at the start of their shift.</li> <li>• Documentation regarding each child's authorised collectors is kept current. Reminders are sent out on preschool to update these details in there has been a change.</li> <li>• If a parent or carer wants to authorise an additional person to collect their child, they must do this in writing. There is no provision in the regulations</li> </ul>

for this to do be done verbally only. The written authorisation can take any form, for example, email, text message, written note or a post in an online application.

- After a parent provided updated information related to their child's authorised collectors, their enrolment form is updated accordingly, as well as any record of authorised collectors stored in the preschool.
- When a parent or carer arrives to collect their child from preschool, they sign the arrivals and departures register to confirm the time they took the child from the premises.
- 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 and noting the time on the arrivals and departures register. This check is completed by 2 educators.
- 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. A reminder is then put on Seesaw about this process.
- If a child is not on the premises, has not been signed out and the staff 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 is late to collect their child, they must phone in advance to inform the preschool educators.
- The child will stay with educators in the staffroom until the parent arrives. After 10 minutes, the preschool teacher will call the parent to follow up why they are late. If a parent is habitually late, the school principal will be informed to follow up.
- If a parent is late and has not contacted the preschool, they will be contacted to enquire who is collecting their child. If parent/s cannot be reached, emergency contacts will be called. If educators cannot contact anyone on the child's enrolment form by 3.30pm, the police will be called.
- Any authorised collector not already known to the preschool staff, is asked to verify their identity with photo identification.

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## Record of procedure's review

<b>Date of review</b>	<b>22/9/23</b>
<b>Who was involved</b>	Preschool Staff
<b>Key changes made and reason why</b>	Changed to new DoE template .
<b>Record of communication of significant changes to relevant stakeholders</b>	Principal: Helen Te Rata Staff: all preschool staff read, reflected, and signed off. Procedure also posted on Sentral for K-6 staff to engage with. Emailed to P&C representatives. Parents: notified via Seesaw. 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.