

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
NQS: 2.2 Regulations: 99, 158	Leading and operating department preschool guidelines	ACECQA’s policy and procedures guidelines – Delivery and collection of children

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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
Preschool supervisor	<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"> analysing complaints, incidents or issues and the implications for updates to this procedure

	<ul style="list-style-type: none"> • reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool teacher(s) and educator(s)</p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team 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 a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure’s review are documented.

Procedure

<p>Arrival at preschool</p>	<ul style="list-style-type: none"> • Children remain in the care and under the supervision of the person delivering them to preschool until the preschool opens. • <i>(Where do families wait? Who opens the preschool door or gate and at what time? What steps are taken if a child is left unaccompanied before the preschool opens?)</i> The families wait within the Preschool grounds until the staff open the doors at 9.00am. If a child is left unattended before the Preschool opens, the parent would be contacted immediately to return to the Preschool, the child would be brought inside for supervision and the Preschool supervisor would be contacted. • On entering the preschool premises, the person delivering each child must sign the arrivals and departures register, noting their time of arrival. • <i>(Where is the register located? What information does it include? Is it pre-filled with the children’s names?)</i> The register is located at each of the Preschool rooms and can be accessed from outside. The register is pre-
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filled with the day, date and child's name. There is also a comments space for Educators to leave messages for families eg. Soiled clothing in bathroom. A communication sheet is also located behind register for lengthy communication.

- If a child is suffering separation anxiety, the teacher will collaborate with their parent to develop a goodbye routine to support them.
- *(What adjustments are made to support children suffering separation anxiety?)* Adjustments that may be implemented include the child bringing a favourite toy; starting the morning with a favourite activity; one-on-one with Educator; doing jobs with Educator; outside play until settled.
- 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 register, along with the signature of the staff member who completed the head count.
- *(What time is the head count conducted?)* The head count is completed half an hour after official arrival time and then again if children arrive after this time. The children mark their names off on an interactive whiteboard completing the Telarah Public School attendance register on School Bytes
- If a person forgets to sign a child in, a staff member signs the child, also recording the time they arrived.
- 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.
- *(When will this be done? For example, at specific transition points during the day)* The attendance register is checked regularly during the day at transition times.
- *(How are families informed of, and reminded about, this arrivals procedure?)* Families are reminded of the arrivals procedure as required and when the procedure is due for review.

Collection from preschool

- 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*.
- Families record their child’s authorised collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff.
- *(How does this happen? Who does it?)* This is discussed between the Educator and families at the meeting that is held before the child starts Preschool.
- The summary of the children’s authorised collectors is stored in a location in the preschool which is easily accessible to staff.
- *(Where is the summary stored? How are casual and relieving staff made aware of its location and that they must refer to it?)* The summary is stored in both rooms where it is easily accessible to staff. Casual and relieving staff are made aware of these summaries and their location on induction.
- Documentation regarding each child’s authorised collectors is kept current.
- *(How are families reminded to let educators know of any changes?)* Families are informed of this at the initial Educator/family meeting before the child begins Preschool.
- 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 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. *(Who will do the check and at what time?)* Educators complete and record the check at 3.10pm
- 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. *(How are families reminded to sign their child out?)* Educators circle the arrivals and departure register for visual reminder and advise parent or carer verbally to remember to complete this daily.
- 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.
- *(Who will supervise the child if their parent is late? Where will they be supervised? How are families informed of what they are to do if they are running late? What steps will be taken if a family is habitually late?)* If a parent is running late, they will be supervised by Educators until parent arrives or taken to the School Admin office for Exec members to supervise if parent will be significantly late. Families are informed during enrolment interview of what process to follow if running late and if they continually are late to collect their child they will be reminded by the Educators of collection time, a meeting may need to be convened and the Preschool supervisor advised if lateness continues.
- If a parent is late and has not contacted the preschool, they will be contacted to enquire who is collecting their child.
- *(What if the parent is uncontactable? At what point is a child's emergency contact(s) phoned?)* If Educators are unable to contact parent at end of day then the child's emergency contact(s) are called immediately after.

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

Date of review	17/05/2024
Who was involved	Beth Cameron, Jordan McPhail, Natalie O'Donnell, Julie Greedy, Hannah Gibson, Cathy Banister and Aimee Vincent
Key changes made and reason why	Change of system from Sentral to School Bytes Change to how families are reminded of this procedure
Record of communication of significant changes to relevant stakeholders	<p>Principal: Preschool – Microsoft Teams</p> <p>Staff: Preschool – Microsoft Teams and Policy/Procedure Folder</p> <p>Parents: a copy is displayed at the entrance of Preschool and copies for Preschool families to take home if requested. Preschool Facebook page and School Website. All relevant educators to review at regular staff meeting.</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>

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