



Preschool relinquishing of position procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1.2	Regulation 99 Regulation 168	Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
Pre-reading and reference documents		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. 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 	
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 includes:</p> <ul style="list-style-type: none"> Analysing complaints, incidents or issues and what the implications are for the updates to this procedure. Reflecting on how this procedure is informed by relevant recognised authorities. Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance. Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the Preschool and school staff rooms and are accessible to all staff for reading to ensure practice is embedded. 	
Teacher	<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 storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure's review are documented. 	

Procedure	
Rationale	At times, families decline or relinquish a position at preschool. If a family chooses to relinquish a child's position at Telarah Public School Preschool, we follow the procedure below. This is to clearly establish that a child will no longer come to our preschool or has declined the offer of a position and when that action will take effect.
Procedure	<ol style="list-style-type: none"> 1. The staff will confirm by conversation, either in person, by message, telephone call or post that a child is leaving the preschool or have declined to accept a position. 2. The family may then be asked to sign a statement (Appendix 1.) that confirms they are relinquishing their child's position at the preschool and the date that will take effect.

Record of procedure's review	
Date of review and who was involved	
02/11/22: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Andrea Lundy, Natalie O'Donnell and Julie Greedy.	
Key changes made and reason/s why	
Updated to reflect current practices.	
Record of communication of significant changes to relevant stakeholders	
A copy is displayed at the entrance of Preschool and school website. Copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meetings.	

Copy and paste a new table to record each occasion the procedure is reviewed

APPENDIX 1



TELARAH PUBLIC SCHOOL PRESCHOOL

Principal: Aimee Vincent
Phone: 02 4932 8477
Email: Telarah-p.school@det.nsw.edu.au

George Street
TELARAH NSW 2320



Telarah Public School Preschool Relinquishment of Position

I _____ (parent/carer)

Formally relinquish my child's position at Telarah Public School Preschool effective from:

_____ (insert date)

Child's Name: _____

Child's Class: _____

Signed: _____

Date: _____

Thank you,

Preschool Staff