



## 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
2.2	Regulation <a href="#">99</a> Regulation <a href="#">158</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Preschool- Obtaining parent's authorisation and consent</a> <a href="#">DET Covid-19 Restriction Guidelines</a>
<b>Pre-reading and reference documents</b>		
Telarah Public School Preschool: Covid-19 or other Infectious Diseases Procedure		
<b>Staff roles and responsibilities</b>		
School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <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>	
Preschool supervisor	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. <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> <li>reflecting on how this procedure is informed by relevant recognised authorities.</li> <li>changes are communicated with families and communities via our Preschool Facebook page and displayed on notice board at the preschool entrance.</li> <li>all staff are informed when procedures are updated to ensure practice is embedded.</li> </ul>	
Preschool educators	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure.</li> <li>storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers.</li> <li>being actively involved in the review of this procedure, as required, or at least annually.</li> <li>ensuring the details of this procedure's review are documented.</li> </ul>	

## Procedure

### Arrival at Preschool

- The Education and Care Services National Regulations (reg. 99 & 158) require that staff pay attention to the arrival and departure of children in the Preschool to ensure their safety.
- Children remain in the care and under the supervision of a parent or carer until the preschool opens. 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, each parent or carer must sign the arrivals and departures register, noting their time of arrival. The register is located at each of the Preschool rooms and can be accessed from outside the Preschool rooms. The register is pre-filled with the day and date and the child's name. There is also a comments space for educators to leave messages for families eg. soiled clothing in bathroom.
- If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them. 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.
- An educator performs a head count 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. 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 the interactive whiteboard completing the Telarah Public School attendance register on Sentral.
- If a parent or carer has forgotten to sign their child in, an educator signs the child in, or the register is marked to indicate the child is in attendance. As staff are monitoring arrivals and departures the families would be reminded to do so at the time or at pick up time.
- 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. The attendance register is checked regularly during the day at transition times.

### 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. This is discussed between the educator and families at the meeting that is held before the child starts at the Preschool.
- The summary of authorised collectors is stored in the child's file in the preschool which 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. Families are informed at the initial educator/family meeting before the child begins Preschool.

- 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 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.
- 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.
- Staff monitor the departure of children and hand children over to parents and remind parents to sign out on departure if needed.
- 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 and Preschool supervisor and Nominated supervisor notified.
- At the educator/ family meeting before a child starts it will be discussed about what the parent needs to do if they are going to be late on pick-up i.e.. they must phone in advance to inform the preschool educators. The child's educator will supervise the child at the Preschool until the family has picked the child up. If a family is habitually late for pick-up, they will be reminded by the educators of pick-up time, a meeting may need to be convened and the Preschool supervisor advised if lateness continues.
- 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 the parent is unable to be contacted, emergency contacts will be phoned after 10-15 mins.
- Any authorised collector, not already known to the preschool staff, is asked to verify their identity with photo identification.
- 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.
- The arrival and departure register will be stored on site for 3 years and kept until the child reaches 25 years of age.

#### Record of procedure's review

##### **Date of review and who was involved**

17/05/2023 Aimee Vincent, Cath Banister, Jordan McPhail, Beth Cameron, Andrea Lundy, Natalie O'Donnell, Julie Greedy

##### **Key changes made and reason/s**

Grammatical changes and removal of Covid info no longer required.

##### **Record of communication of significant changes to relevant stakeholders**

A copy is displayed at the entrance of Preschool and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meeting.