

Oak Flats Public School Preschool



Delivery and collection of children – preschool procedure 2024

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

<p>School principal</p>	<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>
<p>Preschool supervisor</p>	<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 • 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.

Preschool teacher(s) and educator(s)	<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.
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Procedure

**Arrival at
preschool**

- Children remain in the care and under the supervision of the person delivering them to preschool until the preschool opens.
- Children remain in the care and under the supervision of a parent or carer whilst they are on the preschool/school premises before 9am and after 3pm. Parents who arrive early must stay with their children in the outdoor foyer until the specified preschool starting time or until a staff member provides access to the preschool at 9:00am.
- No child is to be left at the preschool or in the school grounds before 9am. If this happens the child will be looked after in the preschool and the parent and principal will be contacted.
- On arrival at the preschool premises, each parent or carer must sign the arrivals and departures register, noting their time of arrival.
- A record of attendance (*Arrivals and Departures register*), kept at the preschool on the trolley in the foyer includes the full name of each child attending, arrival and departure times, and signature of the person who delivers and collects the child or the nominated supervisor or educator. This form is prefilled with the children's names. It also includes total children in attendance, a space for notes, the date and an end of day verification that no child remains on the premises that is to be signed by the staff.
- Educators are responsible for familiarising themselves with the register.
- If a child is suffering separation anxiety, the teacher will collaborate with their parent to develop a goodbye routine to support them.
- If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them.
- Staff support children in settling into the service each day and experience quality education and care through continuity of educators and positive interactions within the centre.
- The environment is set with familiar areas for children to enjoy when they are settling into the 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 stays at the preschool entrance to welcome families, assist with separation for both adults and children and find out about the child's needs for the day or changes regarding the collection of their child that day. These changes should be noted on the arrival and departure register for that day.
- An educator performs a head count (shortly after all the children have arrived) 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 name and the signature of the educator who completed the head count. Total children in attendance is also recorded on the school roll on Sentral.

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| | <ul style="list-style-type: none">• 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.• 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. The families are reminded of the sign in procedure the next time they are at preschool.• 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. Headcounts will be completed at the beginning of each session, when transitioning to the outdoor or indoor environment, when leaving for an incursion or excursion, during the incursion or excursion and after returning from an incursion or excursion.• Children must not be left in the building or the playground without staff being made aware of their arrival.• On orientation and on the first day of enrolment, families are reminded that all children need to be signed in and out as a part of regulatory obligations. Families will also be informed that sign-in sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service. |
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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.
- 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*, *authorised collector*, an *authorised delegate* .
- Families record their child’s authorised collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff on the *Family Contact Information and Authorisation to Collect Students form*.
- A copy of the *Family Contact Information and Authorisation to Collect Students form* is recorded during the enrollment process.
- The summary of authorised collectors is stored in a drawer in the preschool foyer which is easily accessible to staff. There is a separate book for each group. Casual and relieving staff are made aware of its location and that they must refer to it during the induction process. A second copy of the *Family Contact Information and Authorisation to Collect Students form* is stored in the Emergency Red Bag.
- Documentation regarding each child’s authorised collectors is kept current. Families are reminded to let educators know of any changes via the enrolment information session and updates on Kinderloop.
- 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.
- 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 has 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.
- 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.
- 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.
- If a parent is late and has not contacted the preschool, they will be contacted to enquire who is collecting their child.
- Any authorised collector not already known to the preschool staff, is asked to verify their identity with photo identification.
- The summary of authorised collectors is stored in a drawer in the preschool foyer which is easily accessible to staff. There is a separate book for each group. Casual and relieving staff are made aware of its location and that they must refer to it during the induction process.
- Documentation regarding each child's authorised collectors is kept current. Families are reminded to let educators know of any changes via the enrolment information session and updates on Kinderloop or by an email to the school.
- 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 (in the school office), 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 educators who complete 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. The check is completed at 3 pm by the teacher and SLSO.
- All educators are responsible for checking the indoor and outdoor environment at the end of the day to ensure no children are left behind and signing the bottom of the Arrivals and Departures register.
- 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. Families are reminded of the sign out procedure the following day.
- 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.
- If a parent / carer is habitually late, they will be required to have a meeting with the principal to discuss the matter.
- An uncollected child must stay in the care of the preschool or school until their family, emergency contact or authorised person collects them. They are to be supervised by either the preschool staff or school executive staff. This information is given to parents at the enrollment information session and included in the *Preschool Information* sheet.
- 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 they are not available, the emergency contact will be telephoned.
- Any authorised collector, not already known to the preschool staff, is asked to verify their identity with photo identification.

- Staff will not allow a person to collect a child who has not been authorised by the parent. If a parent is unable to be contacted, then the child will remain in the school's care until written permission has been shared by the parent or carer.
- If a parent or carer is late to collect their child, the child will remain in the preschool with the Preschool Teacher and SLSO for 10 minutes. During this time staff will call the parent or carer. After 10 minutes the Preschool Teacher and SLSO will walk with the child to the school office. The child will remain in the care of the Principal until the child is collected by a parent, carer or emergency contact. Staff will continue to call the parent, carer and emergency contacts until contact has been made.
- Educators and staff will always act in the interest of safety for the child, themselves and other children at the preschool. Our Child Protection Policy will be enforced at all times and appropriate authorities notified as necessary.
- The nominated supervisor will be contacted and handle any issues arriving from non-authorised people attempting to collect a child from the preschool.

	<ul style="list-style-type: none"> ● If a person unknown to staff arrives to collect the child and authorisation has not been received, staff should not allow the child to leave until authorisation has been obtained. ● When collecting their own child parents are asked to ensure the safety of other children by making sure the front gate is closed. ● A staff member stands at the preschool door, welcomes the families at the conclusion of the day and communicates about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs. ● A situation may arise whereby a family requests a person under 18 years of age collect their preschool child. Neither the regulations nor department policy state a minimum age for an authorised collector. In such a situation, the family should be directed to the principal. ● It is at the principal's discretion to approve collection by a person under 18, after interviewing the family. ● If approved, the collector should be recorded by the family in the enrolment form as an authorised collector.
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Record of procedure's review

Date of review	26/5/24
Who was involved	Alice Wigny, Elisa Higgs, Amanda Falcon, Emily Chatterton
Key changes made and reason why	Localised practices detailed in relation to the reflective questions provided by Early Learning.
Record of communication of significant changes to relevant stakeholders	Principal: 1/8/24 Staff: 1/8/24 Parents: 14/08/24 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.

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

