

# Casino West Public School Preschool

## Localised Procedure



### Delivery and Collection of Children

Reviewed: 24/08/2021 Next Review: 24/08/2022

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	National Quality Standard(s)	Preschool Guide reference	School policy or procedure, where applicable
<p><u>Regulations 168(2)(f)</u></p> <p><u>Regulation 99</u></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>:</p> <ul style="list-style-type: none"> <li>• Application to enrol in a NSW government preschool</li> <li>• The Preschool – Obtaining parents' authorisation and consent procedures (attached)</li> </ul>	<p><b>2.2.1: Supervision</b></p> <p>Every reasonable precaution is taken to protect children from harm or any hazard likely to cause injury</p> <p><b>7.1.2: Management Systems</b></p> <p>Systems are in place to manage risk and enable the effective management and operation of a quality service.</p>	<p>Pg 54-56</p> <p><u>Regulations 168(2)(f)</u></p> <p><u>Regulation 99</u></p>	
<ul style="list-style-type: none"> <li>• Children are to be brought to and collected from the preschool by a parent or other person who is authorised in writing by the parent to collect the child.</li> <li>• Preschool educators are to receive children directly from parent or other authorised person and are not to release them into the care of any other unauthorised person.</li> <li>• At the end of each day, two staff members, Early Childhood teacher (ECT) and SLSO, check all areas to ensure that no child remains on the premises. Educators complete a Safety Checklist sheet at the end of each day with the time, date, and sign of the safety check and signature of the educator (ECT) completing the check.</li> <li>• Children are not to be left in the preschool grounds without adult supervision.</li> <li>• An arrival and departure register is situated in the foyer and is signed by parents or person with authorisation, when delivering and collecting a child.</li> <li>• The educator (ECT) will initial next to the child's name where the parent or authorised person has not signed the register. Educators inform the parent or authorised person that they have not signed the register and requested that this is completed.</li> </ul>				

# Casino West Public School Preschool

## **Arrival procedures:**

- The arrival and departure register is to be completed and should include the date and time of the child's arrival and must be signed by an authorised person.
- Parents who arrive early should stay with their children until the specified preschool starting time or until staff member provides access to the classroom at 9:15 am.
- On arrival each child is greeted by an educator. Children must not be left in the building or the playground without an educator being made aware of their arrival.
- The preschool is a SunSmart preschool and children are to have sunscreen applied on arrival.
- Parents/carers or authorised person are to inform educators of any changes regarding the collection of the child that day. These changes should be noted on the arrival and departure register for that day (in the comments section)
- On arrival parents/carers or authorised person must accompany the child into the indoor learning space and guide the child to put their belongings in the appropriate place.

## **Departure procedures:**

- The arrival and departure register is to be completed and should include the date and time of the child's departure and signed by an authorised adult.
- Parents/Authorised person are requested to inform educators of the child's departure.
- Educators will not release children to un-authorised persons
- If a parent or authorised person is late in collecting a child, they must notify the preschool by telephone. The educators will explain the situation to the child to alleviate anxiety.
- Parents or authorised person who have not arrived by 3:15pm will be contacted by an educator. If they are not available, the emergency contact will be phoned, and the nominated supervisor will be notified. The child will be placed in the care of the nominated supervisor until collected by authorised person. The authorised person will complete the arrival and departure register.
- If an emergency arises and a change to departure, parents are requested to ring the preschool to notify of the changes.
- Where a parent or other authorised person is unable to collect the child, a parent may verbally authorise another person to collect the child. Parents are required to provide relevant details regarding the person's identity and ensure that the person presents their driver's licence or photo identity on arrival at the preschool.
- Permission for new 'authorised person' is allowed over the phone where written permission is not a practical option considering timeframes for pickup and drop off. In this circumstance, the Principal makes the decision to approve or deny the authorisation while educators make note of the call details.