



Casino West Little Jarjums 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 99 Regulation 158	Leading and operating department preschool guidelines Preschool- Obtaining parent's authorisation and consent
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.</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. 	
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 but is not limited to:</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 • planning and discussing ways to engage with families and 	

	<p>communities, including how changes are communicated</p> <ul style="list-style-type: none"> • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.)
Preschool educators	<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	
Arrival at preschool	<ul style="list-style-type: none"> • Children remain in the care and under the supervision of a parent or carer until the preschool opens. Families will wait outside the preschool gate until 9:15 when the preschool door is open. Each family is greeted at the door by an educator, another educator assists children to unpack their belongings and the third educator supports the children to settle in. Educators rotate between these tasks on a weekly basis. • On entering the preschool premises, each parent or carer must sign the arrivals and departures register, noting their time of arrival. The arrival and departures register is pre-filled with the children's names and is located on the left hand side before entering the preschool. • If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them. • 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 at 10am, along with the signature of the educator who completed the head count. • 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. Families are reminded by the educator at the door to sign their child in. • Families are reminded verbally by staff on the arrival and departure procedure, as necessary throughout the year.
Collection from preschool	<ul style="list-style-type: none"> • 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 <i>authorised nominee</i> or <i>authorised collector</i>.

- A process is in place for children leaving the preschool in the care of an after-school service, on a school bus or with a disability support service. The parent gives written authorisation of the service and person collecting the child. They are required to present identification the first time they pickup. Once they have signed the departure register the collecting service adopts duty of care for that child. If the child is absent, it is the parent's responsibility to inform the service collecting the child.
- Families record their child's authorised collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff. Information collated is stored in an authorised collectors folder located in the preschool office near the telephone for quick access.
- Documentation regarding each child's authorised collectors is kept current. Families are reminded via Class Dojo to let educators know of any changes as they occur.
- If a parent or carer wants to make a change to the people they have authorised 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 by the Preschool Teacher to ensure no child remains. The Teacher verifies they have done a check 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. The family is then reminded verbally to sign their child in/out at drop off and pick up the following day of attendance.
- 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

	<p>advance to inform the preschool educators. The preschool teacher and student learning support officer will supervise the child in the preschool if their parent is late. Families are informed in the preschool information booklet of what to do if they are running late. If a family is habitually late, they will be spoken with by the teacher to attempt to find a solution to the problem. If the problem persists, they will be contacted by the principal for a resolution.</p> <ul style="list-style-type: none"> • 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 uncontactable, their nominated emergency contact/s will be phoned. • 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.
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Record of procedure's review
Date of review and who was involved
28/03/23 Procedure discussed with all preschool staff and given to families for feedback/input. No family feedback received at this time.
Key changes made and reason/s why
Moved to new department template to adhere to Department expectations of what should be included in this localised procedure
Record of communication of significant changes to relevant stakeholders
Uploaded to preschool webpage and placed in Localised Procedures folder in preschool foyer

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