



## 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>
<b>Pre-reading and reference documents</b>		
<b>Staff roles and responsibilities</b>		
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"><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	<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.</p> <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>• planning and discussing ways to engage with families and communities, including how changes are communicated</li></ul>	

	<ul style="list-style-type: none"> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <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	<ul style="list-style-type: none"> <li>• Children remain in the care and under the supervision of a parent or carer until the preschool opens. Families are able to wait side the preschool gate. Educators will open the preschool doors at (:30am. If a child is left unaccompanied at the preschool the educators will immediately ring parents or emergency contacts.</li> <li>• Parents/carers sign child in noting the time of arrival, using the attendance book that is on the table outside the door.</li> <li>• In the mornings that parents will sign children in at the door and children will enter with the educator n.</li> <li>• A separate procedure is written for children arriving from before school care.</li> <li>• If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them. Parent bring child into the preschool and hand over to the educators. Educators will redirect the child's attention to books or a special activity .</li> <li>• 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, along with the signature of the educator who completed the head count. Educators do a head count as child walk in the door and ten when they are seated on the floor.</li> <li>• 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. Educators fill in the time and then ask families to sign in when they collect their child.</li> <li>• 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. An attendance display is</li> </ul>

	<p>maintained throughout the day. A star containing the number of child at the service is display neat the back door. This is updated as children arrive and depart throughout the day.</p> <ul style="list-style-type: none"> <li>• Families are informed about the arrival process in the preschool family handbook and through regular update through Story Park.</li> </ul>
<p><b>Collection from preschool</b></p>	<ul style="list-style-type: none"> <li>• 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>.</li> <li>• A process is in place for children leaving the preschool in the care of an after school service. This is outlined in a separate procedure.</li> <li>• Families record their child’s authorised collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff. Preschool staff share this information with each other.</li> <li>• The summary of authorised collectors is stored in a location in the preschool which is easily accessible to staff. Collection information is stored in a dismay folder in the preschool office. Casual start are informed of this as part of the incaution process.</li> <li>• Documentation regarding each child’s authorised collectors is kept current. Families are reminded through the year to update information.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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. Both educators check the preschool, one checks the outside environment and one inside</li> <li>• 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. Educators verbally reminded families to sign children out upon collection. Regular reminders are also place on the Story park app.</li> <li>• 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.</li> <li>• If a parent or carer is late to collect their child, they must phone in advance to inform the preschool educators. Families are reminded about the collection process through newsletters, reminders on story park and displays in preschool.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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 unavailable then the emergency contacts will be called. If families are late the children will remain in the preschool with the educator.</li> <li>• Any authorised collector, not already known to the preschool staff, is asked to verify their identity with photo identification.</li> <li>• 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.</li> </ul>
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Record of procedure's review
<b>Date of review and who was involved</b>
June 2021
<b>Key changes made and reason/s why</b>
Changed the morning delivery to remain outside as safety due to covid. hbg
<b>Record of communication of significant changes to relevant stakeholders</b>
<b>Date of review and who was involved</b>
April 2022 Claire Callinan, Jen Mitchell
<b>Key changes made and reason/s why</b>
No changes
<b>Record of communication of significant changes to relevant stakeholders</b>