### 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 |
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| 2.2  | Regulation [99](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg99) Regulation [158](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div1/subDiv1/reg158)   | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools) [Preschool- Obtaining parent’s authorisation and consent](https://schoolsequella.det.nsw.edu.au/file/e2661b06-8d94-45f5-bf91-749e6e5a71c4/1/preschool-obtaining-parent%27s-authorisation-and-consent.pdf)   |
| **Pre-reading and reference documents** |
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| **Staff roles and responsibilities** |
| School principal | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:* 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.
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| 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.  |
| Preschool educators(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool) | The preschool educators are responsible for working with leadership to ensure:* 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.
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| Procedure |
| **Arrival at preschool** | * Children remain in the care and under the supervision of a parent or carer until the preschool opens at 9am.
* Families wait, each day, outside the preschool front gate. Educators open the gate and welcome children into preschool at 9am.
* On arrival, each parent or carer must sign the arrivals and departures register, noting their time of arrival. The register is located on a trolley outside the front gates of the preschool. The preschool teacher stands at the front gate from 9-9.10am each day greeting families and children. SLSO/ AEO Educators support children to unpack their bags, put on a hat and commence play.
* The sign on register contains the children’s names, a box to circle for sunscreen application, time of arrival, parent/carer signature, comments or a change to normal collection, departure time and parent/carer signature.
* If a child is requiring additional support on drop offs, the teacher will partner with families to develop a goodbye routine to support them. Parents may be encouraged to support their child within the preschool grounds in these circumstances.
* The preschool teacher completes a headcount as children arrive and depart, continuously checking that the 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 in the afternoon and morning, along with the initial of the educator who completed the head count. Head counts routinely occur throughout the day, including when we leave and return to the preschool premises.
* In the instance that 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 and families are reminded in the afternoon.
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| **Collection from preschool** | * When a parent or carer arrives to collect their child from preschool, they sign the departures register to confirm the time they are taking the child from the premises. Pick up commences at 2.30pm and concludes at 3pm, when the preschool is closed.
* 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. The summary of authorised collectors is stored in a location in the preschool which is easily accessible to staff. A ‘Collection of Children’ form is located in each of the children’s files. These forms are then collated into an authorized collectors’ folder that is easily assessable near the front door. This form states the names, phone numbers addresses and relationship to the child of authorized people. Each person authorised to collect must be over the age of 18. Staff are shown its location when they have their induction meeting.
* Documentation regarding each child’s authorised collectors is kept current. When a family notifies us of any changes to their collection routine, staff ensure that the person collecting the child is on the authorized collection form. If that person is not, the parent writes this person on the form. Families are reminded both in person and on our communication app (storypark) to provide updated information.
* 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.
* Educators ensure all children have left the preschool at the completion of the day, ensuring each child has been sighted leaving and a parent signature has been obtained. The educator signs this daily record to confirm no child remains on premises following a full check of the preschool.
* Where a signature has been missed, and an approved person has been witnessed to collect the child, an educator will sign the child out. 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. An educator is standing at the front gate each day greeting families and children, which minimises this risk. Families will be reminded to sign their child out.
* 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. At least 2 Educators remain on site until the parent/carer comes to collect. The Educator phones the parent and emergency contacts. The child is supervised in the office area or the indoor learning environment. Parents receive a letter outlining the procedures when running late and the regulations as to opening hours. Educators will speak to parents and remind them of the regulations surrounding correct pick up time. If a family is habitually late, the nominated supervisor is informed.
* 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, a phone call to an emergency contact is made.
* 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 |
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| **Date of review and who was involved** |
| 11/3/ 2021 Educators and families, Casey Marchant (Braxton’s mum) |
| **Key changes made and reason/s why** |
| No key changes made |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| Emily Roalfe 4/11/2021  |
| **Key changes made and reason/s why** |
| Update from old template to new template. Minor changes as needed.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 4/11/2021 with printed policy to review in detail.  |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| Emily Roalfe 24/03/2022 |
| **Key changes made and reason/s why** |
| Minor editing - will need restructuring for ease of reading In future |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff and families 25/3/2022 with printed policy to review in detail.  |