

Casino Public School – Djanenjam Preschool

Localised Procedure

Delivery and collection of children



Reviewed: 01/11/2019

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<p>Regulations 168(2)(f)</p> <p>Regulation 99</p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none">• Application to enrol in a NSW government preschool• The Preschool – Obtaining parents' authorisation and consent procedure (attached below)	<p>Children's Health and Safety</p> <p>Pg. 43-44</p>	
<ul style="list-style-type: none">• The Education and Care Services National Regulations (regulations 99 &158) require that staff pay attention to the arrival and departure of children in the preschool to ensure their safety.• On arrival, an educator (who is rostered on that day) will greet the children and families and will note comments from families and feedback to educators, as appropriate. The educator can continue to promote the program to families.• Parents will sign their child in and out of the centre at the time of arrival and at the time of departure. The parent will sign with a full signature.• The parent will support their child to apply sunscreen and record on the sign in sheet.• Children will be collected from the preschool by a parent or other person who is authorised in writing by the parent to collect the child. Educators will greet families and share information about their child's day.• Children will not be left in the preschool grounds without adult supervision• Preschool educators are not to release children into the care of any unauthorised person. If an unknown person is unable to prove their identity, and is seeking to collect a child, the Nominated Supervisor and/or the child's parent will be contacted to see advice.			

- At the end of each day, two educators will check all areas to ensure that no child remains on the premises.
- An arrival and departure register will be kept and will be signed by parents or a person with authorisation, when delivering or collecting a child.
- This register will be stored on site for three years, and kept until the child reaches 25 years of age.
- A 'Collection of children from Djanenjam Preschool' recording sheet is stored in children's individual files. When a parent gives verbal permission that someone new is to collect their child, it is recorded on this sheet.
- The arrivals and departures register is stored in shelving on left hand side on entry into admin space. Each morning it is placed on the bench in the foyer.
- An electronic copy of attendance is kept on the Casino Public School server in Faculty/preschool/preschool(year)/admin/registers labelled Djanenjam preschool (year) attendance.
- A hard copy filled out by families is kept in archive boxes on preschool premises for 3 years and then relocated to Casino Public School archive storage located in A block room AR0019



Preschool – Obtaining parent's authorisation and consent

Schools must obtain authorisation and consent from parents and authorised nominees in some circumstances. For example, administering medication to children, children leaving the premises in the care of someone other than their parent and children being taken on excursions. Parents may refuse to allow authorisation. All authorisations and refusals are to be kept in the child's enrolment record.

Parent consent (or consent from authorised nominees) and authorisations must be obtained in the following circumstances:

- Administration of medication to children.
- Medical treatment by a doctor or hospital in the case of an accident or emergency, including transportation in an ambulance
- Children being taken on excursions and regular outings
- Collection of children from preschool – when leaving the premises in the care of someone other than the parents
- Children having access to the internet and/or an email account
- Photographs being taken of children
- Application of sunscreens/insect repellent

Information about consent or refusal of authorisations is held on the preschool enrolment form.

Department preschools are required to comply with the Education and Care Services National Regulations 2011. This document relates to regulations [92](#), [93](#), [102](#), [160](#), [161](#) and [168](#). These regulations align with the National Quality Standard Quality Area 2: Children's health and safety and Quality Area 7: Governance and leadership.

Acceptance and refusal of authorisations is supported by the following department policies:

- [Application to enrol in a NSW Government Preschool](#) – Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01
- [Administration of Medication: Legal Issues Bulletin 46, December 2012](#)
- [Excursion Policy and Implementation Procedures: PD/2004/0010/V07](#)
- [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](#)