

Delivery and collection of children

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
NQS: 2.2 Regulations: 99, 158	Leading and operating department preschool guidelines	ACECQA's policy and procedures guidelines – Delivery and collection of children

Responsibilities

School principal	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool. 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 able to implement this procedure ▪ all procedures are current and reviewed as part of a continuous cycle of self- assessment. <p>These tasks may be delegated, to other members of the preschool team, but the responsibility sits with the principal.</p>
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 could include:</p> <ul style="list-style-type: none"> ▪ analysing complaints, incidents or issues and the implications for updates to this procedure ▪ reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities ▪ planning and discussing ways to engage with families and communities, including how changes are communicated ▪ developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> ▪ all staff in the preschool and daily practices comply with this procedure ▪ this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers ▪ they are actively involved in the review of this procedure, as required, or at least annually ▪ 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 the person delivering them to preschool until the preschool opens at 9:00a. Families wait on the school grounds until one of the educators opens the preschool. It is made clear to families during the enrolment process that they must
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	<p>remain with their child until the preschool opens when they sign their child in and take them to their classroom. There is supervision in the main school at this time, therefore if a child is observed to be unaccompanied, they are taken to the preschool and one of the educators will call the parent/carer to find out what happened.</p> <ul style="list-style-type: none"> ▪ On entering the preschool premises, the person delivering each child must sign the arrivals and departures register, noting their time of arrival. ▪ There is a separate register for each group which is located in each classroom. This document is prefilled to streamline the process. ▪ If a child is suffering separation anxiety, the teacher will collaborate with their parent to develop a goodbye routine to support them. ▪ A staff member will perform a head count and check 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 staff member who completed the head count. Head counts are conducted when marking the roll and during transitions between spaces. ▪ If a person forgets to sign a child in, a staff member signs the child, also recording the time they arrived. ▪ 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, particularly on arrival or departure of children throughout the day. ▪ Families are informed of, and reminded about, this arrivals procedure during orientation and the enrolment interview; through the information booklet; referred to procedures on website; and, regularly reminded at the time of arrival.
<p>Collection from preschool</p>	<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 authorised nominee or authorised collector. ▪ Families record their child's authorised collectors in the preschool enrolment form. This information is collated, entered on ERN and accessed through Sentral. This is completed by the office staff. ▪ The summary of the children's authorised collectors is stored on Sentral. ▪ If parents/carers need to authorise additional authorisations they complete the 'Collection of Preschool Students' form. These are stored in the child's individual file in the preschool office and a copy is placed in the casual folder. ▪ Documentation regarding each child's authorised collectors is kept current. Families inform the educators in writing and the changes are made. ▪ If a parent or carer wants to authorise an additional person to collect their child, they must do this in writing. There is no provision in the regulations for this to do be done verbally only. The written authorisation can take any form, for example email, text message, written note or a post in an online application. A 'Collection of Preschool Students' form is completed. ▪ After a parent provided updated information related to their child's authorised collectors, their enrolment form is updated accordingly, 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 took the child from the premises.

- 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. This occurs after all the children have been collected by the educators present.
- 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. On their next attendance they are reminded that signing their child out is a legal requirement and that next time they would be expected to return to the preschool to sign their child out.
- If a child is not on the premises, has not been signed out and the staff 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 is late to collect their child, they must phone in advance to inform the preschool educators.
- If a child has not been collected by 3:15pm they are brought to the late pick-up area at the front of the school along with the 'Daily Arrival and Departure Register'. The executive on duty takes responsibility for the child under close supervision until the parent/carer arrives.
- If the family is habitually late a meeting is held with the preschool supervisor/principal to plan how we can best support the family.
- If a parent is late and has not contacted the preschool, they will be contacted to enquire who is collecting their child. If the family cannot be contacted, then the emergency contact/s are called.
- Any authorised collector not already known to the preschool staff, is asked to verify their identity with photo identification.

Record of procedure's review

Date of review	4/12/24
Who was involved	Preschool educators
Key changes made and reason why	Updated and reviewed to include new team members.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.

Date of review	6/12/23
Who was involved	Preschool staff
Key changes made and reason why	Updated and reviewed to reflect the new preschool environment.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: through ClassDojo, school website

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.