

Coota Gulla Preschool Procedures



Acceptance and Refusal of Authorisations

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
7.1	92 93 99	102 161 <ul style="list-style-type: none"> ▪ Preschool – Obtaining Parent’s Authorisation and Consent ▪ Excursions Policy
Next Review Date:		18/07/23

Medications: -

- As part of the enrolment process parents/carers inform the school of any regular medications taken by their child.
- Where applicable a Health Care Plan is provided and a Request for Administering Prescribed Medication form is completed.
- For short term medication a Request for Administering Prescribed Medication form is completed.
- For long term medication a Request for long term authorised medication form is completed.

for more information see Administration of Medication Procedure

Leaving the preschool: -

- As part of the enrolment process parents/carers are required to complete the Collection of Preschool Children form on which they nominate all adults (over 18) who may be delivering/collecting the child from preschool.
- Where a parent/carer or other authorised person is unable to collect the child, a parent/carer may verbally authorise another person to collect the child. The parent/carer is required to provide relevant details regarding that person’s identity and ensure that the staff can easily identify the person, for example through presentation of a driver’s licence.

for more information see Delivery of children to, and collecting children from, Education and Care Service Premises Procedure

Excursions: -

- An excursion permission note is given to parents/carers outlining the purpose of the excursion, activities undertaken, venue, date, times leaving and arriving back at school, transport, any items that need to be sent with the child, Medicare details, supervision ratio, educators attending excursion and cost. This includes a tear-off section at the bottom which parents/carers sign giving permission for their child to attend. The staff ratio is included on the permission note.

for more information see Excursions Procedure

Other authorisations: -

As part of enrolment parents/carers decide:

- if their child's photo can be published, for example in the Newsletter, on the LWPS Website, ClassDojo
- if their child can access the Internet to support learning
- if their child's information (name, date of birth, class) can be shared with external providers, such as Reading Eggs, Mathletics, ClassDojo.

In general: -

Parents apply sunscreen and insect repellent on the children themselves, therefore authorisation is not required.

Authorisations are communicated to casual staff through the Casual Folder in the preschool foyer.

Parents/carers advise the front office if any updates are needed to authorisations. Office staff notify the preschool. Preschool educators update these details in the preschool.