

Coota Gulla Preschool Procedures



Delivery of children to, and collecting children from, Education and Care Service Premises

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
2.2	99	<ul style="list-style-type: none"> Preschool – Obtaining Parent’s Authorisation and Consent
Next Review Date:		21/09/23

Prior to starting preschool, 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.

The form is placed in the child’s PRC in a locked cabinet in the office. Contact details are displayed on the noticeboard, near the phone, in the preschool office. These details are also accessible on Sentral. Details are also shared with office staff in the main school office.

If a parent/carer informs the preschool educators that an alternative person is to pick up their child, another *Collection of Preschool Children* form will need to be completed.

The **only** adults permitted to collect a child are those nominated on the form. In the case where educators are seeing a particular adult for the first time they will be asked for **proof of identity** and their name will be checked against the *Collection of Preschool Children* form before they take the child. **No person under the age of 18 will be permitted to collect a child.**

The preschool opens at 9:10 at which time preschool staff are on duty. Prior to 9:10 parents/carers can access the school grounds but must supervise their own child.

On arrival and departure, the parent/carer must complete the Attendance Register (located at the front entrance to the preschool). This includes time, signature and if the parent/carer has applied sunscreen to the child. There is a ‘Notes’ column where parents/carers or educators may add specific information for that day.

If a parent/carer forgets to sign their child in one of the educators will contact them to remind them that this is an essential practice but will sign the child in on the parent’s/carer’s behalf.

If a parent/carer picks up a child without signing them out the parent/carer will be called and asked to return to school immediately to sign the child out.

Arrival: -

- The Attendance Register is completed, including the time of the child’s arrival and the signature of the authorised adult (over 18) accompanying the child.
- On arrival each child is greeted by an educator. Parents/carers are asked to not leave their child in the building or the playground without informing an educator of their arrival.
- On arrival parents/carers are encouraged to assist their children to put their belongings in the appropriate places and accompany them to the ‘Meeting Place’.
- Parents/carers are asked to inform staff of any changes regarding the collection of their child that day. These changes are noted on the Attendance Register for that day.

- As part of the morning routine, the children move their own photo to indicate they are at school. They count to see how many children are present/absent. The educators also mark the roll on Sentral to record total attendance for the day.

Departure: -

- The Attendance Register is to be completed with the time of the child's departure from the preschool and must be signed by the authorised adult (over 18) collecting the child.
- Parents/carers are requested to inform an educator of the child's departure.
- If a parent/carer will possibly be late in collecting their child, they must notify the preschool by telephone. The staff will explain the situation to the child to alleviate anxiety.
- Parents/carers who have not arrived by 3:15pm will be contacted by the school. If they are not available, the emergency contact will be telephoned. Parents/carers are informed that the child will be taken to the office for collection. A preschool educator brings the child and the Attendance Register to the office where a senior executive is always on duty to supervise any children/students, P-6, who are late to be collected. The senior executive asks for proof of identity, if necessary, and ensures the parent/carer signs the Attendance Register.
- If an emergency arises regarding a change to departure, parents are requested to ring the preschool to notify of the changes.
- Where a parent or other authorised person is unable to collect the child, a parent may verbally authorise another person to collect the child. This conversation will be documented on Sentral. Parents are 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.
- If a person unknown to staff arrives to collect the child and authorisation has not been received, educators **will not** allow the child to leave until authorisation has been obtained.
- Educators **will not** allow a person, who has not been authorised by the parent/carer, to collect a child. If a parent/carer is unable to be contacted then the child will remain in the school's care.
- When collecting their own child, parents/carers are asked to ensure the safety of other children by making sure the front gate is closed securely.
- Once all students have left the preschool the Attendance Register is checked to ensure all children have been signed out. If a child has been picked up but there is no signature that parent/carer is contacted to return to the preschool immediately with their child and sign the register. All educators check the preschool, inside and outside, to ensure there are no children on site. All educators sign, date and time the bottom of that day's Attendance Register indicating that the preschool has been checked and cleared.

Children in Before and After School Care

For children attending before and/or after school care:

- Parents/carers must inform the preschool prior to the commencement of the new arrangements.
- Parents/carers must complete an additional *Collection of Preschool Children* form containing the name/s of the staff from the care service who will be dropping off and/or picking up their child.
- If the care service sends someone other than those named on the form they must notify the preschool, name the staff member who will be attending and ensure they have proof of identity.
- The care service provider must remain with the child until the preschool opens at 9:10am and follow the arrival steps above.

- The care service provider must collect the child prior to 3:10pm and follow the departure steps above.
- The school will negotiate with the care service provider parking accommodation, where possible, to ensure the safety of the child.

Additional considerations may include: -

- An invitation for parents to stay for a short while on arrival and prior to departure, to share some of their child's learning experiences.
- The need for specific arrival and departure routines for individual children, particularly for children experience separation anxiety, is identified on a child-by-child basis, in conjunction with the parent/carer, and plans are put in place.