

Coonamble Public School Preschool



Preschool Delivery and Collection of Children Procedure

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
<p>NQS: 2.2</p> <p>Regulations: 99, 158</p>	<p>Leading and operating department preschool guidelines</p>	<p>ACECQA's policy and procedures guidelines – Delivery and collection of children</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>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 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>
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<p>Preschool supervisor</p>	<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.
<p>Preschool teacher(s) and educator(s)</p>	<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

- Children remain in the care and under the supervision of a parent or carer until the preschool opens. Families may wait outside the preschool building on seating provided. The preschool teacher or SLSO will open the preschool door when the school bell sounds at 9am. If a child is left unattended in the car park, the child will be supported by a preschool staff member and the incident will be reported to the Executive Principal.
- On entering the preschool premises, each parent or carer must sign the arrivals and departures register, noting their time of arrival. This register is located in the locker room and includes pre-filled names and a comments section where parents may record any changes to pick up.
- A process is in place for children arriving on a school bus service, from country bus, before school care or with a disability support service. The child is in the care of the bus driver, before school care or disability support service prior to arriving at preschool. They have duty of care of the child.
 - When a child arrives to school by bus. This has been previously discussed with the family and the preschool staff. When child to staff ratios allow an SLSO will take the delivery and collection register to the bus driver to sign the child in and then bring the child into the preschool. If staff are unable to go to the bus driver, the bus driver will walk the child into the preschool and sign them in.
 - Other services who deliver the child to preschool do so by signing the child in.
 - Families of children traveling to preschool via bus or other service are required to notify the preschool if the child is not attending that day. If no phone call is made and the child does not attend, the preschool teacher will contact the family.
- If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them. This will include input from the child and be supported by an SLSO. Adjustments are made based on individual needs at point of need.
- An educator performs a head count and checks 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 educator who completed the head count. This is completed at 9.30am, along with the Sentral roll. These are compared prior to recording head count.
- If 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. Verbal reminders are given by preschool teacher upon arrival.
- 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. This is done during transition periods such as coming inside, recess, lunch and afternoon tea.

- Families may obtain a copy of the 'delivery and collection procedure' and details of delivery and collection are outlined in the 'Preschool Information Booklet'.

**Collection
from
preschool**

- 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*.
- A process is in place for children leaving the preschool in the care of an after school service, country bus, on a school bus or with a disability support service. The family/guardians must notify the preschool of the alternate collection arrangement. This will be recorded as an anecdotal record on Sentral and added to the child's permission to collect list.
 - When a bus arrangement is made - The preschool SLSO (when ratios permit) will take the register out to the bus driver or the bus driver will walk in to sign the register and collect the child.
 - After school care staff and disability support services come into the preschool and sign the child out, following normal processes.
- If a prearranged person presents to collect a child who has been absent. The preschool teacher will notify the prearranged person and suggest contacting the parent/carers. Parent/carers are responsible for notifying the external services of the children's absences.
- Families record their child's authorised collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff through a preschool meeting and verbal discussions.
- The summary of authorised collectors is stored in the main preschool room in the black draws, to ensure it is easily accessible to staff. This summary is created and updated by the preschool administration officer and is stored in the main preschool room.
- Documentation regarding each child's authorised collectors is kept current. Families are reminded to notify the preschool of any changes to their authorised collectors at enrolment and during the year verbally.
- 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.
- 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. This information is also saved on Sentral as an anecdotal record.
- When a parent or carer arrives to collect their child from preschool, they sign the arrivals and departures register to confirm the time they are taking 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

	<p>noting the time on the arrivals and departures register. This is a requirement for the preschool teacher who is on duty at the end of the day.</p> <ul style="list-style-type: none"> • 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, recording who collected the child. The family is then reminded verbally next time the child attends 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. The preschool teacher and the Preschool SLSO will supervise the child until 3.15pm in the preschool. After that time a sign will be placed on the preschool door asking families to 'Please collect your child from the front office.' The child will then be escorted to the front office, along with a copy of the arrival and departure register and a list of the people authorised to collect the child. There, an executive staff member will be responsible for the supervision of the child until the family arrives. • Families that are habitually late will have a meeting with the preschool teacher to discuss why the lateness is occurring and to discuss possible options such as after school care. • 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 educators are not able to contact the families at 3.10pm an emergency contact will be called. If there is still no response, after 3.15pm a sign will be placed on the preschool door asking families to 'Please collect your child from the front office.' The child will then be escorted to the front office, along with a copy of the arrival and departure register and a list of the people authorised to collect the child. There, an executive staff member will be responsible for the supervision of the child until the family arrives. Efforts will be continued by the executive member of staff to contact the family and emergency contacts.
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Record of procedure's review

Record of procedure's review
Date of review and who was involved
2/3/2021 Carolyn Jones, Emma Horan, Natalie Kenny and Annette Thomson

Key changes made and reason/s why
Format was changed to make procedure more comprehensive.
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
16/2/2022 Carolyn Jones, Leanne McMaster, Miriam McKeown & Shiralee Robinson
Key changes made and reason/s why
No changes made
Record of communication of significant changes to relevant stakeholders
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Record of procedure's review
Date of review and who was involved
07/3/2023 Carolyn Jones, Leanne McMaster, Shiralee Robinson, Miriam McKeown
Key changes made and reason/s why
Link to Preschool- Obtaining parent's authorisation and consent Removed as link did not work. Formatting was also fixed.
Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Date of review	6/3/24
Who was involved	Miriam McKeown, Leanne McMaster & Shiralee Robinson
Key changes made and reason why	Formatting
Record of communication of significant changes to relevant stakeholders	Principal: Emailed to principal 20/3/24 to present to P&C at the next meeting. Staff: Shared with all staff during the review meeting 6/3/24 Parents: Added to Kinderloop for feedback 20/3/24 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.