### Elermore Vale Public School

### Preschool delivery and collection of children procedure

| Associated National Quality Standard | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.2 | Regulation [99](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg99)  Regulation [158](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div1/subDiv1/reg158) | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools)  [Preschool- Obtaining parent’s authorisation and consent](https://schoolsequella.det.nsw.edu.au/file/e2661b06-8d94-45f5-bf91-749e6e5a71c4/1/preschool-obtaining-parent%27s-authorisation-and-consent.pdf) |
| **Pre-reading and reference documents** | | |
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| **Staff roles and responsibilities** | | |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.  The principal is responsible for ensuring:   * 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. | |
| **Preschool supervisor** | 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 includes:   * analysing complaints, incidents or issues and what the implications are for the updates to this procedure * reflecting on how this procedure is informed by relevant recognised 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 educators** | The preschool educators are responsible for working with leadership to ensure:   * all staff in the preschool and daily practices comply with this procedure * storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers * being actively involved in the review of this procedure, as required, or at least annually * ensuring the 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 wait outside of the gate until it opens at 9:00am that is unlocked by a SLSO. * On entering the preschool premises, the preschool teacher signs the arrivals and departures register, noting the time of arrival and the person who is dropping off. The register is located on the sign in table. It is prefilled with the child’s name and details. * A process is in place for children arriving from before school care. Parents give written permission for specific OOSH workers to drop off and collect their child from preschool. This information is stored in the child’s individual files. OOSH staff ID’s are checked and verified. The approved OOSH workers will be able to sign the arrivals and departures register. If a child is not delivered to the preschool as expected the preschool staff will phone a parent to check attendance. Parents can notify if their child will not be attending preschool by either calling the school office or by adding a non- attendance on SENTRAL parent portal. * If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them. Adjustments can be made to support children suffering separation anxiety such as parents staying for a period of time at drop off, special comfort toys or reduced hours in attendance. * 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 head count is conducted after the gates are locked at 9:15am and are also entered on the SENTRAL roll before 9:30am. * 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 at break/ handover and transition times. * Families are informed of and reminded about this arrivals procedure when we do our procedure review. | |
| **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. Parents give written permission for specific OOSH workers to pick up their child from preschool. This information is stored in the child’s individual files. OOSH staff id’s are checked and verified. The approved OOSH workers will be able to sign the arrivals and departures register. If the child goes home throughout the day it is the parents responsibility to make contact with the OOSH to notify them of their child’s absence for the after school session. * Families record their child’s authorised collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff. This is done at the beginning of the year (or when updates are made) by the school office staff. * The summary of authorised collectors is stored in a location in the preschool which is easily accessible to staff. This is in the go bag. Casuals and relieving staff are made aware of its location during their induction process and in the casual folder daily instructions. * Documentation regarding each child’s authorised collectors is kept current. Families are reminded to update their documentation if they ask someone to be added or taken off the authorised to collect list. * 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. * When a parent or carer arrives to collect their child from preschool, the preschool teacher will sign the arrivals and departures register to confirm the time and who is 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 noting the time on the arrivals and departures register. This is done by both the preschool teacher and SLSO after the gates are locked at 3:15pm. * 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. If the parents will be less than 15mins late the preschool teacher and SLSO will stay with the child until 3:15pm until they are picked up. If it is longer than 15mins the educator will take the child to the school office to be supervised by the school executive until that child can be safely collected. * 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 a parent is late collecting their child the preschool teacher will call the parents, carers, emergency contacts or authorised persons. If they are uncontactable, or running late, the educator will take the child to the school office to be supervised by the school executive until that child can be safely collected. If no parent or carer arrives to collect the child after all reasonable contact measures have been made, the police will be called. Parents are informed of these procedures at the beginning of the year at the parent information session. If a family is habitually late they will be contacted by the principal to discuss this further. * 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. | |
| **COVID-19** | * If a child arrives late to school or needs to leave early, parents need to go to the main office of the school as all external gates are locked between 9:15am -2:30pm. The office staff will enter the partial attendance on SENTRAL and print out an attendance slip. Parents are to take this down to the preschool, give the preschool teacher the attendance slip and the teacher will sign the child in/out on the parent sign in/out sheet. | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 26/04/2022  Preschool team- Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Covid non contact procedure noted. Updated into new DoE proforma |
| **Record of communication of significant changes to relevant stakeholders** |
| At informal staff meeting |

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| **Date of review and who was involved** |
| 30/05/2023  Preschool team- Kristen Rowe, Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*