

# Bass Hill 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
2.2.1	Regulation <a href="#">99</a> Regulation <a href="#">158</a>	<a href="#">Leading and operating department preschool guidelines</a>  <a href="#">Preschool- Obtaining parent's authorisation and consent</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Preschool Handbook (PDF 7.2MB)</a>  Wellbeing, page 39 Wellbeing Appendix, 2.6 Arrival and departure procedures		
<b>Staff roles and responsibilities</b>		
School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.  The principal is responsible for ensuring: <ul style="list-style-type: none"> <li>● the preschool is compliant with legislative standards related to this procedure at all times</li> <li>● all staff involved in the preschool are familiar with and implement this procedure</li> <li>● all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
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 could include: <ul style="list-style-type: none"> <li>● analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>● reflecting on how this procedure is informed by relevant recognised authorities</li> <li>● planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>● developing refining strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	
Preschool educators <small>(This includes all staff, casuals, lunch cover, volunteers and anyone else who works in the preschool)</small>	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>	

Procedure	
<p><b>Arrival at preschool</b></p>	<ul style="list-style-type: none"> <li>● Children remain in the care and under the supervision of a parent or carer until the preschool opens. Families wait outside the school premises near the preschool gate until 9am. Families are required to ring the bell upon arrival. The preschool teacher or preschool SLSO uses the intercom system to open the gate when it rings. Parents then walk through the two safety gates before arriving at the preschool door.</li> <li>● On entering the preschool premises, each parent or carer that is dropping the child off must sign the arrivals and departures register, noting their time of arrival.</li> <li>● The register is located under the awning outside of the preschool door. It is pre-filled with each child's name and has time of arrival/departure, signature of caregiver, comments box and a section for parents to tick whether or not they have placed an ice brick in their child's lunch bag and applied sunscreen.</li> <li>● Upon entry, each child will be greeted by an educator. Children must not be left in the building or the playground without an educator being made aware of their arrival.</li> <li>● 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 are made based on each individual child and family to support their needs.</li> <li>● 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. The head count takes place at 9:30am.</li> <li>● As children enter the preschool teacher or preschool SLSO scans the arrivals and departures registers and provides a reminder to the caregiver. 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.</li> <li>● 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. Educators complete attendance counts during specific transition points during the day. These include: transitioning into in/outside play, before lunch and group time.</li> <li>● Families are kept informed about the arrival and departure procedures through the online platform 'DOJO'. It also gets displayed at the arrival/departure register along with written information sent home with children.</li> <li>● Families are asked to inform staff of any changes regarding the collection of their child on a particular day. These changes should be noted on the arrival and departure register for that day.</li> </ul>
<p><b>Collection from preschool</b></p>	<ul style="list-style-type: none"> <li>● 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 <i>authorised nominee</i> or <i>authorised collector</i>.</li> <li>● Families record their child's authorised collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff. Preschool staff obtain a copy of the documentation and go through the information. They revisit the information frequently.</li> <li>● The summary of authorised collectors is stored in a location in the preschool which is easily accessible to staff. This folder can be found in the preschool office area as you enter the door (right side). The permanent staff member that is working with the casual/relieving communicates this information.</li> <li>● Documentation regarding each child's authorised collectors is kept current. Educators remind families to update their information through 'DOJO' or written letters.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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. The preschool teacher and SLSO both check the premises after the last students has departed and sign the register once completed.</li> <li>• 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. Educators provides reminder to families about the importance of signing the register through 'DOJO', verbally or written letters.</li> <li>• 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.</li> <li>• If a parent or carer is late to collect their child, they must phone in advance to inform the preschool educators. Both the preschool teacher and SLSO remain with the child of the parent running late. They remain in the preschool until the child is collected. The families who are habitually late are reminded of the preschool operating hours and shown documentation stating this.</li> <li>• 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 both the parents on the authorisation documentation are uncontactable after numerous attempts then the child's emergency contact is phoned. Any authorised collector, not already known to the preschool staff, is asked to verify their identity with photo identification.</li> <li>• 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.</li> </ul>
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Record of procedure's review
<b>Date of review and who was involved</b>
Term 1 - 30th March 2022, Joanne Jurgeit and Amy Buckland
<b>Key changes made and reason/s why</b>
Updated parent note
<b>Record of communication of significant changes to relevant stakeholders</b>
Amiee Jahshan - Principal Patricia May – Preschool SLSO



## Bass Hill Public School

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### Preschool Operating Hours

Dear families,

At Bass Hill Public school student safety is our first priority. The Bass Hill Preschool **operating hours are from 9:00am until 3:00pm each day**. Parents can begin picking up children from 2:30pm. Children must be collected no later than 3.00pm each day.

A parent or carer that is going to be late to collect their child must phone in advance to inform the preschool on 9644-3431. If you know that you will be unable to collect your child by 3:00pm please ensure that alternate arrangements are made. Anyone required to collect children must be documented on the authorisation to collect form. If you need to make any changes to this form, please speak with your child's teacher.

Thank you for your support.

Kind Regards,

Amiee Jahshan  
Principal