

Preschool Procedure

Delivery and collection of children



Current	Term 2 2019
Next Review	Term 2 2020
Regulation(s)	R. 99, 158
National Quality Standard(s)	2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. 7.3.2: Administrative systems are established and maintained to ensure the effective operation of the service.
Relevant School Procedure	
DoE Preschool Handbook January 2016	Wellbeing, page 39 Wellbeing Appendix, 2.6 Arrival and departure procedures
Key Resources	

Arrival

- An arrival and departure register is completed on arrival for each child documenting their full name and date and time of arrival. It is signed by the person delivering the child.
- Families who arrive early are asked to stay with their child until the preschool starting time, when educators will then assume care of the child.
- Children must not to be left in the building or the playground without an educator being made aware of their arrival.
- When the preschool opens, each child will be greeted by an educator.
- At 9.30am, one educator will perform a head count and check this corresponds with the number of children who have been signed in. If a child has inadvertently not been signed in, an educator sign them in so the attendance record is accurate.
- 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.

Departure

- The time of each child's departure from the preschool and be signed by the person collecting the child.
- Families are requested to inform an educator of the child's departure.
- If a family is unexpectedly late in collecting their child, they are asked to notify the preschool by telephone.
- Families who have not arrived by a 3.15pm to collect their child will be contacted by the school. If they are not available, the emergency contact will be telephoned.

- An un-collected will stay in the reschool until 3.15pm and then be escorted to the school office by an educator to phone family or emergency contact. Children will be supervised in the office until collection.
- Preschool educators will not allow an unauthorised person to collect a child.
- When collecting their own child, families are asked to ensure the safety of other children by making sure the front door or gate is closed behind them.

An Authorised person is someone:

Who is nominated by the parent/carer in writing to collect the child.

An Unauthorised person is someone:

Who has not been nominated by parent/carer

Who is forbidden by a court order from having contact with a child attending the service.