



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	Regulation 99 Regulation 158	Leading and operating department preschool guidelines Preschool- Obtaining parent’s authorisation and consent
Pre-reading and reference documents		
<p>The <i>Education and Care Services National Regulations</i> (Regulations 99 and 158) require that staff pay attention to the arrival and departure of children in the Preschool to ensure their safety. The Regulations determines:</p> <ul style="list-style-type: none"> • an Authorised person as someone over the age of 18 years and who is nominated by the parent/carer in writing to collect the child • an Unauthorised person is someone who has not been nominated by the parent/carer, and/or who is forbidden by a court order from having contact with a child attending the Preschool. 		
Staff roles and responsibilities		
School principal	<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. 	
Preschool educators (This includes all	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all 	

<p>staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>staff, families, visitors and volunteers</p> <ul style="list-style-type: none"> • 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.
<p>Procedure</p>	
<p>Arrival at preschool</p>	<ul style="list-style-type: none"> • Children remain in the care and under the supervision of a parent or carer until the preschool opens. Parents wait outside the preschool perimeter until the main door opens at 9:00am each week day and 12:00pm Wednesdays for the Wednesday PM to Friday students. • Children are to be brought to and collected from the Preschool by a parent/carer or other person (over the age of 18 years), who is authorised in writing by the parent/carer to collect the child. Children are not to be left in the Preschool grounds without adult supervision. Staff pay attention to the arrival and departure of children in the Preschool to ensure their safety. • On entering the preschool premises, each parent or carer must sign the arrivals and departures register, noting their time of arrival. The arrival and departure register will be kept next to the entrance doors of preschool. This will include details of the child's name, time of arrival and will be signed by parent/carer or a person with authorisation, when delivering or collecting a child. The preschool front door is locked until 9:00am to ensure children are supervised at all times. The register will be reviewed each day. • If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them. Children who are experiencing separation anxiety will be supported by staff upon arrival. • 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 bottom of the arrivals register, along with the signature of the educator who completed the head count. • Preschool educators will check the sign in sheets at 9:45am to ensure that all children are signed in. If a child is at preschool and not signed in, an educator will write the time of arrival and put an asterix next to the child's name for parent/carer to sign upon collection, whereupon the parent/carer is informed of their responsibilities. • It is the responsibility of the parent/carer or authorised person to ensure the educators are aware of the arrival of their child/children. • 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.
<p>Collection from preschool</p>	<ul style="list-style-type: none"> • 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 in writing by the parent or carer to collect their child – an <i>authorised nominee</i> or <i>authorised collector</i>. • If a person has arrived at the Preschool and is on the collection of children form, follow these guidelines: <ul style="list-style-type: none"> ○ they are able to sign out the child and collect them ○ all staff must double check collection person if unsure or if not a frequent collection person.

- If a person has arrived at the Preschool and **is not** on the collection of children form, follow these guidelines:
 - remain calm and inform the collection person that the child must remain at the Preschool while staff contact the child's parent/carer
 - if the parent/carer can confirm the individual is picking up the child, proof of identification from the person must be produced before they are able to leave the Preschool. Staff will also add the new collection person to the child's Collection Form
 - if the parent/carer does not answer, call the next available person on the child's Collection Form
 - the Principal will come down to the Preschool to discuss the issue. If the person is still unable to collect the child, the child will be with the Principal at the School's front office until a parent/carer or person approved on the child's Collection Form, can collect the child.
- Preschool educators will not release a child into the care of any unauthorised person. Upon enrolment, parent/carer will be asked to fill out a collection of children form advising who the parent/carer has authorised to collect their child. Names can be added or removed from this list at any time. Children will not be released to any person who cannot identify themselves as an authorised collector.
- The summary of authorised collectors is securely stored with the child's enrolment form in the preschool office which is easily accessible to staff. These details can also be found in the casual staff folder.
- Documentation regarding each child's authorised collectors is kept current.
- 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, they sign the arrivals and departures register to confirm the time they are taking the child from the premises.
- At the end of the day, two staff members must check all areas to ensure that no child remains on the premises and sign the arrival and departure register. The arrival and departure register needs to be kept and should be signed by the parent/carer or person with authorisation, when delivering and collecting a child. If a child has not been signed out, staff contact the parent/carer to confirm collection and write this on the sign out register.
- 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.
- 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 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/carer has not arrived to collect a child by 3:10pm, the parent/carer will be contacted by phone to follow up. If the parent/carer cannot be contacted, emergency contacts will be called. If the child has not been collected by 3:15pm, he/she will be taken to the school office. Two staff will remain with the child at all times. If a parent/carer is continually late, they are given three written warnings before the decision of a possible expulsion of

	<p>the child from preschool is taken.</p> <ul style="list-style-type: none"> • 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 or Authority to Collect form to reflect this. • In emergencies, the parent/carer may also give verbal authorisation for a person, not previously authorised, to collect their child. This person will be asked to produce photo identification. This person's name will be recorded on the day's sign in sheet. • Preschool staff are to receive children directly from parent/carer, or other authorised person, and are not to release them into the care of any unauthorised person. • Educators will also contact the school Principal if they feel that the person collecting the child is not in a fit state to supervise the child. Police may be contacted in this instance. As stated in our parent handbook, the authorised person must be over 18 years of age. • The sign in and out registers are stored on site for three years and kept until the child reaches 25 years of age. • Original enrolment forms are located in the preschool office. If a child subsequently attends Sefton Infants School for K-2 in the following years, the enrolment form is placed in their Student Record Card.
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Record of procedure's review
Date of review and who was involved
16 March 2022 – Sharna Labbe, Deana Talevska, and Alex Arancibia
Key changes made and reason/s why
Not Applicable
Record of communication of significant changes to relevant stakeholders
Staff and families sent a link via Class Dojo to the current reviewed local procedure on the Sefton Infants website 8 April 2022
Due date of review
End Term 1 2023 – 6 April 2023