**Ashcroft Public School Preschool Procedure**

**Acceptance and refusal of authorisations**

**Reviewed: 2020 To be reviewed: 2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** |
| [Regulation 168(2)(m](http://www6.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s168.html)) [Regulation 92(3)](http://www6.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s92.html) [Regulation 93](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s93.html) [Regulation 102](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s102.html)  [Regulation 160](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s160.html)  [Regulation 161](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s161.html)   | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Excursions Policy PD/2004/0010/V07
* Excursions Policy Implementation Procedures
* Application to enrol in a NSW Government preschool
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| **Procedures:** |
| Please refer to the department’s guidelines below. In addition;* Families supply information related to authorisations on pages 12 and 13 of our enrolment form.
* The school administration officer will collate information related to any non-authorisations in a table and email this to the preschool teacher at the commencement of each new year. The preschool teacher will store a hard copy of this information in her program folder.
* Documentation relating to authorisations must contain the child’s name, date and signature of the child’s parent/guardian, or nominated person as noted on the enrolment form. The school principal can exercise the right of refusal, if written or verbal authorisations do not comply.
* Authorisation to apply sunscreen or insect repellent will not be sought or applied to a child by an educator. If a parent/guardian wishes their child to wear either, they will inform an educator and supply a child friendly, product that the child can independently apply.
* Authorisation related to attending an excursion is referred to in our *Excursions Procedure.*
* All authorised collector details are located in the preschool.
* Template for medication record is located in the preschool and completed by an educator with the family and signed.
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