**Ashcroft Public School Preschool Procedure**

**Delivery and collection of children**

**Reviewed: 2020 To Be Reviewed 2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** |
| [Regulations 168(2)(f)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html) [Regulation 99](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s99.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);* [Application to enrol in a NSW government preschool](https://schoolsequella.det.nsw.edu.au/file/fc42beb1-eff2-4592-b7da-a253901e002a/1/preschoolapptoenrol.pdf)
* The Preschool – Obtaining parents’ authorisation and consent procedure (attached below)
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| **Procedures:** |
| **Arrival procedures*** Our preschool handbook advises parents and carers it is not acceptable to leave their child alone in either the main school or preschool outdoor area, before or after preschool.
* The preschool gates are open from 8:30, and the preschool door from 9:00.
* As families arrive, one educator will be stationed at the door to welcome parents and ensure children stay in the classroom after their parent/s has left. Our arrival and departure register is located in the preschool foyer. On arrival, parents or carers must sign-in their child, recording the time next to their name, as well as a signature. They are then encouraged to apply sunscreen to their child, and bring their child into the preschool play area.
* After the children have arrived for the day, one educator will bring the sign in book inside the classroom (from the entrance) and place on top of the lockers
* The preschool gate is closed at 9:30am, the preschool can be accessed after this time, via the main school office on Sheriff Street. The school gates and preschool door reopen at 2:45pm.
* During the start of the year, as children transition into the preschool, an additional SLSO will work in the preschool to asisst in the morning for drop off (9:00 – 9:15am) and afternoon for pick up (2:45 – 3:00pm)
* At this time, parents and carers are encouraged to communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child or a different contact number for the day. This will be recorded by the educator in the final column of the register.
* If a parent or carer forgets to sign their child in, and has left the premises, one of the preschool educators will sign the child in.
* At the time of enrolment, parents and carers are asked to provide written details of all ‘authorised’ adults who they give permission to collect their child. Only a child’s parent, or authorised collector can take them from the preschool. If the authorised collector is not known to the preschool staff, they will be asked to show photo identification.
* It is our local procedure, that only adults (people 18 years and over) are able to drop off and collect children. However, if this is going to cause a family undue hardship, the principal can vary this procedure on a case by case basis.
* Signage on our door and gate will remind families to close the gate securely and ensure no child other than their own leaves the preschool with them.

**Headcounts*** A headcount will be conducted by the SLSO as children arrive and depart to ensure all children are accounted for.
* By 10:00 each morning, the preschool teacher will confirm all children have been signed in and record the total number in attendance, at the bottom of the register.
* Headcounts will be conducted throughout the day to ensure all children are accounted for
* A headcount will be conducted before leaving the preschool to go to another location within the school; during the activity outside the preschool; and upon arrival back at preschool

**Exit procedures*** The group will commence packing away resources and equipment at 2:40pm
* The children will be seated on the floor by 2:45pm with their bags ready to go home. The teacher will supervise the children, engaging them in an activity, eg. reading a story, singing songs. The IWB will not be used. The teacher will maintain a headcount as the children are dismissed
* The external door will be unlocked at 2:50pm for families to come in.
* From 2:50, an SLSO will be stationed at the inside door welcoming families and physically opening and closing the door
* If a parent needs to speak with the teacher at this time, then the SLSO will move from the entrance door to supervise the children OR the parent will be asked to wait until all children have been collected
* When collecting their child, a parent, carer or authorised collector must again sign and record the time in the arrival and departure register. All children must be collected by 3:00pm as stated in our approval. In the event that a parent is late, their child will be supervised by the preschool teacher and the parent phoned. If the parent is not contactable, the teacher will seek advice from the school office or principal.

**Authorised collectors*** A separate form will be used for parents to complete and sign to give permission for a *one-off* unauthorised person to collect their child. Parents will complete this in the morning if staff are informed, or the next day, if the parent calls throughout the day. These forms will be kept near the sign on/out register.
* If a parent unexpectedly requires someone not on their list of authorised adults to collect their child, they are asked to call the school before 3:00pm. The person’s name will be recorded in the arrival and departure register and the person will be required to show photo ID (e.g. driver’s licence) when collecting your child.
* Records of each child’s authorised collectors is kept in a folder in the main playroom, on a shelf, above the lockers.
* If an unauthorised person arrives to collect a child, and there has been no notification from the parent, the parent will be phoned to confirm the child can leave with the person, after their identification has been checked. If the parent is uncontactable, or the preschool staff unsure, they will contact the school office or principal for advice.
* After the children have left for the day, one educator will check the preschool premises to ensure no child remains. This will be confirmed via a statement completed by the educator on the register.
* After all children have left the premises for the day, the educators will pack away the environments.
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