



ASHCROFT PUBLIC SCHOOL

Delivery and Collection of Children Procedure

Reviewed: 11/2022

To be reviewed: 2023

Associated National Quality Standards	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		
Emergency Management Plan for Ashcroft Public School 2023		
Procedure		
This procedure should be read in conjunction with the school emergency management plan, developed by our school Health and Safety committee. This plan contains a preparation for emergency risk assessment.		
Arrival procedures	<ul style="list-style-type: none"> • Children remain in the care and under the supervision of a parent or carer until the preschool opens. Families can wait under the COLA in the main school area or near the preschool entry. Preschool educators will open the front door at 9:00am and welcome children and families into the preschool. • The back school gates are open from 8:30am, and the preschool door from 9:00am. As families arrive, one educator will be stationed at the door to welcome parents and ensure children stay in the classroom after their parent / carer 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. • 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. If a child is left unattended, the principal will be notified and parents contacted. • If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them. • The back gate is closed by 9:10am each morning. 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 assist 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. • An educator performs a head count and checks that the total number of 	

	<p>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.</p> <ul style="list-style-type: none"> • 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. Upon arrival in the afternoon, educators will remind the parent / carer. • 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. • 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.
<p>Headcounts</p>	<ul style="list-style-type: none"> • A headcount will be conducted by the SLSO as children arrive and depart to ensure all children are accounted for. • By 9:30am 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.
<p>Exit procedures</p>	<p>Packing away</p> <ul style="list-style-type: none"> • The group will commence packing away resources and equipment at 2:30pm • The children will be seated on the floor by 2:40pm with their bags ready to go home and for afternoon routine. The teacher will supervise the children, engaging them in an activity (e.g. reading a story, singing songs). The teacher will maintain a headcount as the children are dismissed. • The external door will be unlocked at 2:45pm for families to come in. • The front, back and side gates are opened at 2:45pm. From 2:45, One staff member at the door and another with the children. • The preschool teacher will be stationed inside the door welcoming families. The SLSO will be sitting with the children supervising them whilst they are waiting to be collected. <p>Collection of children</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 by the parent or carer to collect their child – an <i>authorised nominee</i> or <i>authorised collector</i>. • Families record their child's authorised collectors in the preschool

	<p>enrolment form. This information is collated and communicated to the preschool staff by School Administration Officers (SAO).</p> <ul style="list-style-type: none"> • The summary of authorised collectors is stored in a folder (one folder per group) in a location in the preschool which is easily accessible to staff. • Documentation regarding each child's authorised collectors is kept current. Families are reminded to let educators know of any changes. • 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. • 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. • 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 to reflect this. <p>Late parents</p> <ul style="list-style-type: none"> • If 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. <p>Children not signed out</p> <ul style="list-style-type: none"> • 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. <p>Closing preschool for the day</p> <ul style="list-style-type: none"> • After the preschool closes, the premises are checked by the teacher 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.
<p>Authorised collectors</p>	<ul style="list-style-type: none"> • 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 all children have left the premises for the day, the educators will

	pack away any remaining equipment in the preschool environment.
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Record of procedure's review	
Date of review and who was involved	
03/11/2022	Karen Ali, Sarah Philp, Shayla Rash
Key changes made and reason/s why	
Sections created to make procedure clearer to follow	
Record of communication of significant changes to relevant stakeholders	
Procedure displayed in preschool foyer and communicated to staff at staff meeting.	

Copy and paste a new table to record each occasion the procedure is reviewed.