

## Procedure related to the delivery of children to, and collection of children from, the preschool premises

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
2.2	99	Preschool - Obtaining parent's authorisation and consent

### Aim

Arrival and departure times are an important part of the daily preschool routine, particularly for ensuring children's safety and the opportunity for educators and families to develop relationships. Our procedures are communicated to families in our **Preschool Handbook** and discussed at our parent information session.

### Releasing children into the care of an authorised person

Only a parent or carer (unless prohibited by a court order), or authorised nominee can take a child from the preschool. Exception is made in an emergency, or if a family has given authorisation for the child to be taken on an excursion (regulations [99](#) and [161](#)).

Details of persons authorised to collect a child from the preschool are documented in the preschool enrolment form on page 12. This page should be copied and stored in the preschool (or collated into a list) for quick referral in the situation that a person other than their parent arrives to collect a child. As circumstances change, a family may want to modify who they authorise to collect their child and they should be asked to put this in writing. If an authorised collector is not already known to preschool educators, they must produce photo identification to confirm their identity.

### Arrival

[Regulation 158](#) requires the **arrival and departure register** to be completed on arrival for each child documenting their full name and date and time of arrival. It should be signed by the person delivering the child.

Families are asked to wait in the main school playground or preschool front entry until 9.00am when the preschool door will be unlocked. When the preschool open, each child will be greeted by an educator.

Children are not to be left unsupervised or allowed to run around the preschool grounds. Children are not to be dropped at the front gate or left unattended. Parents are required to present children directly to educators on arrival.

At a specified time, 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 can do this (signing their own name), 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 will be noted on the arrival and departure register for that day.

## Departure

[Regulation 158](#) requires the **arrival and departure register** also document 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.

Children must be picked up promptly on or before 3.00pm each day. Families who have not arrived by 3:10pm to collect their child will be contacted by preschool educators. If they are not available, the emergency contact will be telephoned.

An un-collected child must stay in the care of the preschool or school until their family, emergency contact or authorised person collects them.

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 gate is closed behind them.

## Additional considerations

From week 5 of Term 1 each year, preschool children join the rest of the school for Monday morning assembly. Educators meet parents at a designated point in the playground and have sign in registers for parents to sign their children in as they join their groups for the assembly.

For safety reasons, Punchbowl Public School Preschool requires that children must be brought to and collected from the preschool by a parent, carer or other responsible adult. Children cannot be collected by another child and no one under the age of 18 will be permitted to collect any child. A situation may arise whereby a family requests a person under 18 years of age collect their preschool child. Neither the regulations nor department policy state a minimum age for an authorised collector. In such a situation, the family will be directed to the Principal or delegated educational leader. It is at the Principal's/delegate's discretion to approve collection by a person under 18, after interviewing the family. Page 12 of enrolment form will be amended to reflect change.

Each year Punchbowl Public School Preschool holds enrolment interviews, Stay and Play Orientation sessions and during week one children attend either a morning or afternoon session with only half the group enrolled. This allows families to be shown how to appropriately fill out the **arrival and departure register** when they arrive for their child's first day at preschool. Families are taken through the arrival procedure individually to ensure they know where their child's locker, the bathroom and the sunscreen station is.

If a parent or carer calls during the day to notify that a person other than an authorised collector will be collecting their child that day, the staff member who takes the call should make a note of the verbal instruction in the comments section of the **arrival and departure register**. If this person is not known to preschool educators, they must confirm their identity with photo identification, such as a driver's licence.

If a parent is late in collecting their child, they must notify the preschool by telephone. The staff will explain the situation to the child to alleviate anxiety. The preschool's direct line is 9790 0853.

If no one can be contacted, the child will be taken to the school's office after 3.15pm. The Principal or senior executive will assess the situation and determine the next appropriate action.

At the end of each day, when all children have been collected, educators are to check all areas of the preschool premises to ensure that no child remains on premises. The **arrival and departure register** will also be checked and signed to confirm that all children have been collected.

All communication with families in relation to delivery and collection, including late arrivals, phone calls and discussions, will be documented on Sentral as data record and appropriate persons notified.

Families are invited to stay for a short while on arrival and prior to departure, to share some of their child's learning experiences.

#### Key Resources

- The Leading and Operating Department Preschool Guidelines
- The Early Childhood Code of Ethics.
- National Quality Standard
- DoE Policies and procedures
- Preschool – Obtaining parents' authorisation and consent procedures (PDF)
- [Application to enrol in a NSW government preschool](#)