### Preschool delivery and collection of children procedure

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| National Quality Standard Education and Care Services National Law and National Regulations | Associated department policy, procedure or guideline | Reference document(s) and/or advice from a recognised authority |
| NQS: 2.2Regulations: 99, 158 | Leading and operating department preschool guidelines | ACECQA’s policy and procedures guidelines – [Delivery and collection of children](https://www.acecqa.gov.au/sites/default/files/2023-07/PolicyGuidelines_DeliveryOfChildrenTo%26CollectionFromEducation%26CareServicePremises.pdf) |

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| **Staff roles and responsibilities** |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:* 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.
* These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
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| **Preschool supervisor** | The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include: * analysing complaints, incidents or issues and what the implications are for the updates to this procedure
* reflecting on how this procedure is informed by relevant recognised authorities
* planning and discussing ways to engage with families and communities, including how changes are communicated
* developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
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| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:* all staff in the preschool and daily practices comply with this procedure
* this procedure is stored in a way that is accessible to all staff, families, visitors and volunteers
* they are actively involved in the review of this procedure, as required, or at least annually
* details of this procedure’s review are documented.
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| Procedure |
| Arrival at preschool | * Children remain in the care and under the supervision of a parent or carer until the preschool opens.
	+ The families wait outside the gate until 9am, which is within the K-6 school playground.
	+ If a child is found to be left unaccompanied before the preschool opens the child is immediately taken into the preschool and signed in by the preschool educator or SLSO. The child’s parents are contacted immediately to discuss the requirement for children to be signed in by an adult at 9am. The preschool supervisor and principal are informed immediately.
* On entering the preschool premises, each parent or carer must sign in using PassTab on the designated iPad.
	+ The iPad is located on the table to the right of the entry way, or under COVID-19 pandemic restrictions, it is placed on a table at the beginning of the ramp.
	+ Families are provided with two PassTabs coded to their child, and the preschool staff have an additional copy to be used if families have forgotten.
	+ If a different family member or carer is dropping off or collecting the child, the preschool educators use the spare copies of the PassTabs and record the adult’s details, after checking they have authority to collect the child.
	+ The preschool staff mark any children who are absent and record the total number of children in attendance on the daily attendance log.
	+ If a child arrives or departs during a special event, and the preschool group is in another area of the school (e.g. hall), the preschool educators take the iPad with them so families can sign children in and out as they arrive. The preschool door is locked and a note is placed on the door so families know where the educators and children can be found. Families are always notified in advance of events that may occur close to 9am or 3pm.
* If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them.
* 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 daily attendance log, along with the signature of the educator who completed the head count. This is part of the morning routine with the head count occurring at 9:20am.
* If a parent or carer has forgotten to sign their child in, an educator signs the child to indicate the child is in attendance. The sign in register is at the entrance which parents must pass before entering the service. If parents forget, the preschool educator or SLSO speaks with them.
* 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. If a child leaves early, the preschool daily count on the register is updated accordingly.
* Families are informed of and reminded about this arrivals procedure through daily interactions and explicit instructions about sign in requirements when a child commences at the service.
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| **Collection from preschool** | * 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 *authorised nominee* or *authorised collector*.
* Families record their child’s authorised collectors in the preschool enrolment form.
	+ This information is collated and communicated to the preschool staff.
* The summary of authorised collectors is stored in a location in the preschool which is easily accessible to staff. The list is stored inside the authorisations folder under the staff sign in book.
* Documentation regarding each child’s authorised collectors is kept current. Families are reminded of the need to let educators know of any changes through written or online communication.
* If a parent or carer wants to authorise an additional person to collect their child, they must do this in writing. There is no provision in the regulations for this to be done verbally only. The written authorisation can take any form, e.g. email, text message, written note or post in an online application (Seesaw).
	+ Once written confirmation has been received, educators will sight photo ID before releasing the child.
	+ After this occurs, educators will ask the parent to update the enrolment form via the office, or on a copy of the authorised collectors page from the enrolment form which is then provided to the office.
* When a parent or carer arrives to collect their child from preschool, they use PassTab to sign out their child and to confirm the time they are taking the child from the premises.
* After the preschool closes, the premises are checked 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 attendance log register. The check will be conducted by the preschool educator at 3:10pm.
* If an educator witnesses a parent or carer taking their child from the premises, but they did not sign out using PassTab, the educator signs the child out. The family is contacted immediately and reminded of the need to sign their 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. The principal is informed immediately.
* If a parent or carer is late to collect their child, they must phone in advance to inform the preschool educators. The preschool educator and SLSO will continue to supervise the child in the preschool. If a parent is habitually late the preschool educator will speak to the parent about the importance of collecting their child on time. If the issue continues, support from the preschool supervisor or principal is sought.
* 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 they have not arrived by 3:15pm, the preschool staff will call the parents and if there is no answer, they will proceed to contacting the emergency contacts. The preschool supervisor and principal are informed if no parent or emergency contact has answered.
* Any authorised collector, not already known to the preschool staff, is asked to verify their identity with photo identification.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 27.7.2021. Sally Egan, Rebecca Donaldson, Jessica Le. |
| **Key changes made and reason/s why** |
| Adopted new template. |
| **Record of communication of significant changes to relevant stakeholders** |
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| Record of procedure’s review |
| **Date of review and who was involved** |
| 17.02.2022. Sally Egan, Rebecca Donaldson, Francesca Peterson. Mei Guan.  |
| **Key changes made and reason/s why** |
| Changes to reflect PassTab is now used instead of manual rolls. Teachers will continue to use a manual log.  |
| **Record of communication of significant changes to relevant stakeholders** |
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| Record of procedure’s review |
| **Date of review and who was involved** |
| 24.10.2023. Sally Egan, Rebecca Donaldson.  |
| **Key changes made and reason/s why** |
| Removed reference to children collected by other services – this will be covered by the safe arrival of children procedure when required.Removed reference to accepting changes of authorised collectors verbally in an emergency. This must always be done in writing.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Updated procedures outlined to Francesca Peterson and Thi Nguyen. Updated procedures provided to Principal and Deputy Principal in writing.  |