



## 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

### In what circumstances are the children able to leave the preschool (refer to regulation 99)?

National Regulation 99 states that children leaving the education and care services premises may only leave the service if picked up by parents, or by an authorised person/persons.

### In what circumstances will a principal allow a person under 18 to collect a child?

Under no circumstances will a principal allow a person under 18 to collect a child.

### What information is included on the arrivals and departures register?

The arrivals and departures register includes the child's name, time of drop off and pick up, name and signature of the person who is dropping the child off and picking up. Families are also able to inform us on this register if their child has sunscreen on, has an ice brick in the lunch box, a hat and water.

### What is the procedure for situations when families forget to sign their child in or out?

If a child has inadvertently not been signed in, an educator can do this (signing their own name) so the attendance record is accurate.

### Is a head count performed?

A head count is performed between 9:30am and 10am to account for late comers.

### If so, when and where is the total of children in attendance recorded?

The number of children in Preschool that day is recorded on the poster next to our preschool door.

### What is the procedure for a situation where a family leaves their child in the preschool unaccompanied before the preschool opens?



Our preschool doors do not open until 9am.

**Are adjustments made to the arrival procedure for children suffering separation anxiety?**

If a child is suffering from separation anxiety on arrival, it is suggested to families to bring their child to preschool after 9am when all the other families have dropped their children and the preschool has settled for the day.

**How are educators made aware of each child's authorised collectors?**

Details of authorised collectors are documented in each child's enrolment form. Casual/duty staff can access the children's pick up authorisations.

**How is it recorded when a parent gives verbal advice that a new or unauthorised person is to collect their child on a particular day?**

When a parent gives verbal consent that a new or unauthorised person is to collect their child on a particular day – if it is possible we ask parents to put this into writing via email to be kept on file.

**What is the process for checking an unknown person's ID to confirm their identity?**

If this verbal consent is given by phone we ask that the parent informs the unauthorised person to bring photo identification and we ask for their full name so we can identify them on arrival.

**What is the procedure for when a family is late collecting their child?**

When a family is late to collect a child we contact them by phone after 10 minutes of not hearing from them.

**Who is responsible for checking the premises at the end of the day to ensure no child has been left, and how is this check documented?**

All Educators are responsible for checking the premises at the end of the day to ensure no child has been left.

**Add any additional information relevant to this procedure in your preschool setting.**

COVID-19: Parents are encouraged to sign in outside, however, if their child is upset, we will monitor how many people are inside at one time. Children sanitise before entering the preschool.