

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
<b>NQS: 2.2</b> <b>Regulations: 99, 158</b>		Leading and operating department preschool guidelines	ACECQA's policy and procedures guidelines – <a href="#">Delivery and collection of children</a>
<b>Responsibilities</b>			
<b>School principal</b>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times.</li> <li>all staff involved in the preschool are familiar with and implement this procedure.</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>		
<b>Preschool supervisor</b>	<p>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:</p> <ul style="list-style-type: none"> <li>analyzing complaints, incidents or issues and the implications for updates to this procedure</li> <li>reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities.</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated.</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>		
<b>Preschool teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure.</li> <li>this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers.</li> <li>they are actively involved in the review of this procedure, as required, or at least annually.</li> <li>details of this procedure's review are documented.</li> </ul>		



Procedure	
Arrival at preschool	<ul style="list-style-type: none"> <li>Children remain in the care and under the supervision of the person delivering them to preschool until the preschool opens. Families are to wait under the covered walkways until the gate and door is opened by an educator at 9am. If a child is left unaccompanied before the preschool opens the principal will be notified and a phone call will be made to the family.</li> <li>On entering the preschool premises, the person delivering each child must sign the arrivals and departures register, noting their time of arrival. The daily arrivals and departures register is located in the main entrance, families are required to find their child's name and record their own name, the time and a signature.</li> <li>If a child is suffering separation anxiety, the teacher will collaborate with their parent to develop a goodbye routine to support them. We do our best to ensure that there is always a familiar staff member rostered on to build a connection. We also follow a morning routine that enables the child to feel secure and build trust. We work closely with our families to devise plans that help the child not only during arrivals but also at home prior to arriving at preschool.</li> <li>A staff member will perform a head count and check 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 arrivals register, along with the signature of the staff member who completed the head count. This head count occurs daily at approximately 9:30am.</li> <li>If a person forgets to sign a child in, a staff member signs the child, also recording the time they arrived.</li> <li>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. The arrivals register is checked during lunch eating time and prior to and upon returning to the preschool after an evacuation practice or a school visit.</li> <li>Families informed of the arrivals procedure during their orientation visit at the beginning of the preschool year and reminders are given throughout the year at the beginning of each term verbally, via the seesaw app and in the school newsletter.</li> </ul>
Collection from preschool	<ul style="list-style-type: none"> <li>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 authorized by the parent or carer to collect their child – an <i>authorized nominee</i> or <i>authorized collector</i>.</li> <li>Families record their child's authorized collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff. The school office staff print out an emergency contact register for each preschool group.</li> <li>The summary of the children's authorized collectors is stored in a location in the preschool which is easily accessible to staff. This information is kept in the preschool office on the compliance shelf and in the filing cabinet with the</li> </ul>

	<p>child's enrolment form. During induction for new or casual staff this information can be found in the induction folder for each group.</p> <ul style="list-style-type: none"> <li>Documentation regarding each child's authorized collectors is kept current. Families are provided with a copy of their emergency contact details at the beginning of each term to date and sign that all details are still current and correct. Any changes are made on these forms, and they are updated in our emergency contacts folder and the child's enrolment form.</li> </ul>
	<ul style="list-style-type: none"> <li>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, for example, email, text message, written note or a post in an online application.</li> <li>After a parent provided updated information related to their child's authorised collectors, their enrolment form is updated accordingly, as well as any record of authorised collectors stored in the preschool.</li> <li>When a parent or carer arrives to collect their child from preschool, they sign the arrivals and departures register to confirm the time they took the child from the premises.</li> <li>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 arrivals and departures register. This check will be done at 3:10 by the group educator for that day.</li> <li>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. When the parent returns to the preschool the educator will remind the parent that it is a legal requirement to sign their child in and out of the preschool, this discuss will be noted in the educator's diary.</li> <li>If a child is not on the premises, has not been signed out and the staff did not see them leave with their parent or carer, the parent must be phoned immediately to confirm the child's whereabouts.</li> <li>If a parent is late to collect their child, they must phone in advance to inform the preschool educators, parents will be made aware of this procedure during orientation, newsletter and reminders throughout the year using the SeeSaw app.</li> <li>The principal will be notified if a lengthy delay is expected (any time longer than ½ an hour) and the child will be supervised in the school office, where the parent will have to collect the child and sign them out. If a shorter delay is expected the child can be supervised in the preschool space until they are collected.</li> <li>If a parent is late and has not contacted the preschool, they will be contacted to enquire who is collecting their child. If after 2 attempts the parent is uncontactable then the child's emergency contacts will be phoned.</li> <li>Any authorised collector not already known to the preschool staff, is asked to verify their identity with photo identification.</li> <li>Any parent who is habitually late will be reminded verbally by the Preschool</li> </ul>



	AP, followed up by a formal discussion with the Principal should the behaviour continue.
<b>Record of procedure's review</b>	
<b>Date of review</b>	August 30, 2024
<b>Who was involved</b>	Principal, Preschool Staff, Whole-School Staff, Parents
<b>Key changes made and reason why</b>	<p>Times given to record the numbers of children present and the person responsible for this task being the educator leading the group for the day in line with the new templates provide in the updated leading and operating department preschools guidelines.</p> <p>Procedure layout updated to reflect the changes made in the leading and operating department preschool guidelines document.</p>
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: consultation and email</p> <p>Preschool Staff: consultation, staff meeting and email.</p> <p>Whole school staff: preschool induction and email</p> <p>Parents: noticeboard in the preschool entrance, school newsletter.</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>
Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.	
<b>Date of review</b>	April 30, 2025
<b>Who was involved</b>	Principal, Preschool Staff, Whole-School Staff, Parents
<b>Key changes made and reason why</b>	No changes made.
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: consultation and email</p> <p>Preschool Staff: consultation, staff meeting and email.</p> <p>Whole school staff: preschool induction and email</p> <p>Parents: noticeboard in the preschool entrance, school newsletter.</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>