**Waratah Public School Preschool Procedure**



**Acceptance and refusal of authorisations**

**Reviewed: 4th March 2020**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | [**Preschool Guidelines**](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) **reference** | **School policy or procedure, where applicable** |
| [Regulation 168(2)(m](http://www6.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s168.html)) [Regulation 92(3)](http://www6.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s92.html) [Regulation 93](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s93.html) [Regulation 102](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s102.html)  [Regulation 160](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s160.html)  [Regulation 161](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s161.html)   | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Excursions Policy PD/2004/0010/V07
* Excursions Policy Implementation Procedures
* Application to enrol in a NSW Government preschool
 | Pg. 41-43pg. 46-47  | *‘Delivery & Collection of Children’* procedure *‘Dealing with Medical Conditions’* procedure*‘Excursions’* procedure |
| 1. Parents and/or caregivers complete an enrolment form before their child commences preschool. Pages 12 and 13 of the preschool enrolment form deal with authorisations.
2. All authorisation documentation is required to contain the child’s name, the date and a signature of the child’s parent/guardian or a nominated contact person, as noted on the child’s enrolment form.
3. Parents/caregivers complete a ‘*Delivery and Collection’* form which clearly outlines the people authorised to collect their child from preschool. A ‘*Delivery and Collection of Children’* procedure has been developed which outlines procedures for delivery and collection.
4. Authorisation forms for the application of insect repellent and sun screen by educators are completed separately by parents and stored with the child’s additional information form.
5. Before an excursion, a family information letter and permission note must be prepared. This form must be returned by the parents/caregivers before the child is taken out of the preschool premises. An ‘*Excursions’* procedure has been developed outlining the requirements for an excursion.
6. Written authorisation is sought from parents/caregivers to administer medication to a child. A *‘Dealing with Medical Conditions’* procedure has been developed which outlines the processes and documentation required for administering medication.
7. Educators communicate any non-authorisations to the preschool team during staff meetings and a poster for sunscreen/repellent displayed if required.
8. The school principal can exercise the right of refusal if written or verbal authorisations do not comply.
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