**Waratah Public School Preschool Procedure**

**OSH Club Delivery & Collection Procedures**

**Reviewed: 12/10/2020**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | Leading and Operating Department Preschool Guidelines | Associated National Quality Standard | School policy or procedure |
| [Regulation 99](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg99)[Regulation 158](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div1/subDiv1/reg158)[Regulation 161](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div1/subDiv1/reg161) | The following department policies and relevant documents can be accessed from the Early Learning section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Preschool – Obtaining Parent’s authorisation and consent
 | pg. 41-44Appendix M | 2.27.1 |  |
| Any Waratah Public School Preschool child enrolled in the OSH Club service, located at Waratah Public School will be subject to the following additional delivery and collection procedures.1. Parents must complete a permission form allowing OSH Club educators to deliver and collect their child to and from Waratah Public School Preschool. Parents must indicate on this form, the days, and times that their child will be attending OSH Club. Any changes to these times must be communicated to the preschool educators.
2. Any child/ren attending OSH Club in the morning must be bought to preschool by an OSH Club educator. The educator must bring the child/ren into the preschool, hand them over to a preschool educator and sign the child/ren in on the official delivery and collection register at the front door. The OSH Club educator must note the time of arrival and record ‘OSH & their own name’ in the Comments section.
3. Children attending OSH Club in the afternoon, must be collected from the preschool by an OSH Club educator. The OSH Club educator must sign the child/ren out on the official delivery and collection register, and record ‘OSH & their own name’ on this register. A preschool educator must hand over the child/ren, providing any relevant information about the child and/or their day.
4. Preschool children must have their hats on their heads before OSH Club educators arrive.
5. OSH Club Educators will use the black preschool gate to enter and exit the preschool, to maintain a safe journey between the two services.
 |