**Waratah Public School Preschool Procedure**

**Delivery and Collection of Children**

**Reviewed: 16/9/2020**

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| 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 |  |
| 1. Parents and/or caregivers are asked to wait at the front doors of the preschool until 9.00 am when doors will be opened. In the event of inclement weather, a more suitable waiting area will be provided, and a sign displayed notifying parents/caregivers.
2. Children are not to be left unsupervised or allowed to run around the preschool grounds. Children are not to be dropped at the front gate or left unattended. If a parent/caregiver leaves their child unaccompanied before the preschool opens, educators will phone the parents or emergency contacts. The nominated supervisor will be contacted, and the child will be cared for until contact can be made with parents. Parents will be asked to return to the preschool to sign their child in and a meeting arranged to further discuss our procedures and policies.
3. Children who suffer separation anxiety or a similar condition, are given time with their parents within the service to feel comfortable and at ease. Meetings are held with each family prior to enrolment and a plan prepared to manage the needs of individual families and their children. This can include staggered start times, partial attendance (starting at 1hr and building up to full days as the child becomes more comfortable) Educators check in with families throughout the day to update them on their child’s wellbeing.
4. The arrival and departures registers provide spaces to record each child’s first and surnames, times of arrival and departure, the authorised person’s signature and a comments section. The date, preschool group and total attendance must also be recorded.
5. If a parent/caregiver forgets to sign their child into the preschool, a staff member will sign that child in and leave a comment on the register. If a child has inadvertently not been signed in or out, an educator can do this (signing their own name), so the attendance record is correct.
6. Parents and/or caregivers are required to present children directly to staff on arrival and notify a staff member upon departure to ensure that staff are aware of which children are at preschool.
7. Head counts are performed to confirm numbers at the start of each day. This is checked against the arrivals register and the total number of children in attendance recorded. Head counts are also recorded when leaving the preschool grounds for a visit to the school, excursion and throughout the day during transitions between activities.
8. Upon enrolment, parents and/or caregivers will be asked to complete a ‘*Delivery and Collection*’ form, which enables parents and/or caregivers to nominate adults who they authorise to collect their child/ren from preschool. If a person arrives to collect a child who is not recorded on this form, the child will not be released into the care of this person. Verbal (including phone call) or written consent from the parent and/or caregiver will be required and photo identification requested.
9. The ‘*Delivery and Collection*’ form is kept in the preschool and referred to, at collection time. Families can update this document at any time.
10. There should be more than one adult listed on the collection form in case of emergency; there may be some exceptions.
11. If a parent/caregiver phones to inform preschool staff of a change to pick up arrangements and gives permission for an adult to collect their child who is not recorded on the collection register, they must provide the adults full name as shown on their photo identification. Upon arrival at the preschool, the adult will be asked to present their photo identification and confirm their name. If Identification is not provided, the child will not to be allowed into their care.
12. Verbal authorisation from the child’s parent/caregiver for collection of the child is allowed, however photo identification must be sited by an educator upon collection. Parents must update the delivery and collection authorisation form the next time that they present at the preschool.
13. If a parent gives verbal advice (or advises via phone call or email) that a new or *unauthorised* person is to collect their child on a particular day, these changes are noted on the arrival and departure register for that day, and an identification check carried out when the person arrives to collect the child.
14. For safety reasons, children must be bought to and collected from the preschool by a parent, carer or other responsible adult. Children cannot be collected by another child and no one under the age of 18 will be permitted to collect any child.
15. A principal will authorise a person under the age of 18 to collect a child from the preschool based on a discussion with the child’s preschool educator about the suitability of this person. The following will be considered: siblings, distance to travel, family circumstances, wellbeing concerns. The principal can request a meeting with the family to clarify concerns.
16. If a child attends Early Intervention (EI) classes during the times of their Preschool days, as long as the service is on the school grounds, the teachers from the EI service are able to deliver the child to and collect the child from the Preschool. There must, however, be permission from parents/caregivers for this to occur and the collection register must have the educators name recorded.
17. A child is permitted to leave the preschool grounds when written authorisation is obtained by the child’s parent/caregiver. Children can be collected by an authorised person, as per Regulation 99, attend an excursion or visit the school.
18. Children must be picked up promptly on or before 3.00pm each day. If there are any problems and/or changes, parents are required to let preschool staff know. The preschool's direct line is 49 680791.
19. If a child isn't picked up by 3.10pm, educators will attempt to contact parents/caregivers. They will be reminded of our procedures for delivery and collection.
20. If the parents/caregivers are not contactable, educators will attempt to contact emergency contacts.
21. In the case that a person from the collection list is contacted and fails to arrive within a reasonable timeframe, the child will be taken to the principal/nominated supervisor, who will determine the next appropriate action. This could include contacting the police, Family & Community Services (FaCS) and adding to a child’s records.
22. If no one can be contacted, the child will be taken to the Principal/Nominated Supervisor by 3.15pm. The principal will assess the situation and determine the next appropriate action. This could include contacting the police, Family & Community Services (FaCS) and adding to a child’s records.
23. At the end of each day, the arrival and departures register must be checked to ensure that every child has been collected and an educator must record their name, time of check and sign the document to confirm that there are no children left on the preschool premises.
24. All communication with families in relation to delivery and collection, including late arrivals, phone calls and discussions, will be documented and appropriate persons notified.

***Sources***:* Leading and Operating Department Preschool Guidelines
* The Early Childhood Code of Ethics.
* National Quality Standard
* Waratah Preschool's Philosophy
* DoE Policies and procedures

**COVID 19** – Updated 29/4/20 The following changes to the drop off and collection of preschool children will be implemented throughout Term 2, 2020, to ensure social distancing and to minimise contact between adults. **DELIVERY**1. Parents/carers will remain in their car prior to drop off, to avoid congregating. Parents/carers will be asked to have one adult only accompanying their child to the main preschool gates for dropping off.
2. An educator will meet the child and their parent/carer at the main gate.
3. Parents will be asked if their child or anyone in the household has had any cold or flu symptoms in the past 24 hours. The educator will take the child’s temperature if concerned.
4. The parent/carer will sign their child in. Pens will be provided and later cleaned.
5. Children will walk into the preschool and will wash their hands with AQIUM as they enter the preschool. Only one preschool door will be opened in the morning.
6. Children will unpack their bags, leaving their drink bottle in their locker and handing their lunch to an educator to put in the fridge. This is to minimise handling of lunches and touching of the fridge handle/surface. NB: Some lunches will be placed into a ‘cooler bag’ to reduce cross contamination in the fridge.
7. Children will be supervised and supported to apply sunscreen.
8. Children will wash their hands with soap and water in the bathroom.
9. Children will collect their hat from their locker
10. Children will sit on the floor, marked with masking tape to ensure distancing, before moving outdoors.

Please note:* Parents will be asked to apply sunscreen to their child prior to arrival at preschool, if possible. As mentioned in the above procedure, children will be supported to apply sunscreen when required.
* Most of the preschool day will be spent outdoors.
* Parents will be asked to phone the preschool if they arrive later than 9.20am and an educator will meet them at the gate.
* External gates will be locked throughout the day from 9.20am.

**COLLECTION**1. Parents will be asked to phone the preschool upon arrival.
2. An educator will take the child to their parent, with their belongings
3. Parent will sign the child out.

Please note:* Changes are occurring daily, and educators will make modifications to procedures as required.
* Only one gate will be open. Parents not to enter the grounds.
* No bikes/scooters etc.
* Teachers can not engage in extended conversations about your child’s day at preschool - please use social media platforms (Facebook or Class Dojo), or you can email, text or phone) to discuss any concerns.

**COVID 19** – Updated 23/9/20DELIVERY* Parents will enter the front ramp, maintaining social distance. They will meet an educator at the door, where they will be asked if their child has had sunscreen applied at home. The child will be given a stamp if they do and asked to apply inside if they don’t. Parents will sign their child in and exit via the stairs.

COLLECTION* Parents will follow the same procedure for signing out and children will be taken to the front door and handed over to parents/caregivers.
* Term 4 collection for authorisations must be confirmed by the office via a photo ID check. Parents and carers will be required to go to the administration office to add additional authorisations to page 12 of the enrolment form.

***Sources:*** <https://education.nsw.gov.au/covid-19><https://education.nsw.gov.au/early-childhood-education/coronavirus> |