



Giralang Primary School

ADVENTURE IN LEARNING, CARING AND ACHIEVING



Giralang Preschool

Procedure Delivery and Collection of Children to the Preschool

Aim

At Giralang Preschool, we place the wellbeing and safety of the children in our care as a priority. We aim to ensure a smooth transition between home and preschool environment for all children, families and educators.

Implementation

On arrival at preschool parents/carers and children:

- sign in at the table outside (there will be different ways this occurs throughout the year)
- ensure that the child's personal belongings (bag, jacket etc) are stored in the appropriate place and food and drink bottles are placed in the designated storage area
- go directly to the children's toilets to wash the child's hands
- make themselves known to the educators to allow them to be greeted and welcomed into the preschool
- engage in the morning activities as directed/encouraged by the educators.

Parents/carers may need to:

- provide educators with medication to be administered during the day. It is the responsibility of the educator to ensure the parent/carer has signed the relevant section of the Medication Record. Educators will place this information on the child's record
- provide educators with details about alternate arrangements for collection of their children etc or to request a time to discuss issues or concerns. It is the responsibility of the educators to ensure a mutually convenient time can be found to discuss any issues or concerns.

Early delivery

Parents may request to drop their children off early to the preschool. If this occurs by negotiation with the school, they must sign their child's early arrival into the record including the time of delivery and their name (printed) with accompanying signature.

Schools also need to be aware that such arrangements need to be discussed with their school network leader as by having children outside their operating hours may breach their Service approval. In addition, the Education and Care Services National law (ACT) Act 2011 requirements need to be maintained even if only one child is attending the service before the official commencement time.

Late collection:

Where the parent/guardian or authorised nominee is late collecting their child and has not notified the preschool or school, the Nominated Supervisor is responsible for:

- Ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the preschool
 - Contacting parents/guardians or the authorised nominee to request collection of the child
- Children who are being collected early need to be signed out by an authorised
- Contacting the school to notify of late collection
 - Contacting the local police to inform them that parents/guardians or authorised nominees are not contactable

End of day procedure:

1. When leaving the preschool prior to 2.45pm (or arriving after 9.20am), children must be signed out (or in) by an authorised nominee using the record sheet
1. In the event of an emergency evacuation or lock down, the late arrival and early departure registers, as well as the class rolls, are used to ensure all children at the preschool are accounted for
2. If children are found not to be signed out, and a staff member is aware that the child left the preschool earlier than 2.55pm, parents will be reminded by staff on return to the preschool that they must sign their child out. If a child is not returning for the remainder of the week, the family will be contacted on the child's next day of preschool to be reminded of the importance of signing the late arrival/early departure register
3. If it is discovered that a child is not in the preschool premises, not signed out and staff are not aware of their departure, the family will be contacted immediately to confirm their child's whereabouts. If the child is not in their care, the preschool will seek immediate advice from the Principal, Police and contact the Office for Schools who will contact the Children's Policy and Regulation Unit
4. Unless otherwise advised by the parent/guardian of the child, staff will not release a child to anyone else except those nominated on the Child's Enrolment Form
5. Persons under the age of 16 are not permitted to collect children from the preschool, unless they are the parent of the child that they are collecting

6. Families must advise staff in their child's room if someone else is collecting their child. Staff will then request a form of photo identification, to check against the child's Enrolment Form
7. In an urgent situation (eg: car breakdown, illness of a parent etc.) it may be necessary for the parent to notify the preschool that another person will collect the child, other than those nominated. If this occurs, Giralang Preschool will need to see photo identification of the person before releasing the child and families must complete an authorisation form on the next day of their child's attendance
8. Original copies of authorisation forms must be stored in the student record.

Review:

The policy is reviewed annually.

Last Reviewed: January 2022

Date for next Review: January 2023

NQS Quality Areas: 2, 5 & 6

EYLF Learning Outcome: 1, 2 & 3

Regulations: 99, 157, 168, 170 & 171

Who is affected by this policy?

Children

Families

Educators

Management