



Dubbo West Public School Preschool

Procedure: Delivery and Collection of Children

Education and Care Services National Law or Regulation:

99

Links to National Quality Standard:

2.2

Associated Department Policy, Procedure or Guidelines:

Preschool-Obtaining Parent's Authorisation and Consent

To be reviewed by:

September 2020



Introduction: It is the responsibility of staff and families to ensure the safe arrival and departure of children and the completion of required documentation. Practical and safe arrivals & departures will promote a smooth transition between home and preschool and confirms children's presence or absence from the service along with their safe care and custody.

Aims:

Dubbo West Public School Preschool will:

- Ensure the safe and documented arrival and departure of children to and from the centre
- Support children in settling into the service each day and experience quality education and care through continuity of educators and positive interactions within the centre.

Procedures:

The Nominated Supervisor will ensure:

- A record of attendance is kept at the centre that includes full name of each child attending, arrival and departure times and signature of the person who delivers and collects the child or the nominated supervisor or educator. The attendance register will also keep a daily contact person and their phone number in case of emergencies.

- A child will leave the centre only with a parent, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. This does not include a parent who is prohibited by a court order from having contact. Authorised nominees and delegates must be 18 years or over and show identification if they are unknown to Educators. The nominated supervisor has the authority to allow or disallow authorised nominees.

The Educators will:

- Review the Sign In and Out Sheets. Where parents or authorised persons have not signed in a staff member will note that the child is in attendance. Families will be reminded to complete this record.
- Ensure that two staff members verify all children have been signed out of the centre. If a child is not signed out Educators/ staff members will check all areas of the centre to ensure no child remains and/or phone and check with parent as to who collected the child. This will be confirmed via a statement by the Educators on the Sign In/Out Sheet.
- Request a 'written permission' from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the centre.
- Request identification where the authorised person is not known to Educators.
- Allow a child to leave the centre only with an authorised person (18 years or over), who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children at the centre. Our Child Protection Policy will be enforced at all times and appropriate authorities notified as necessary.

Families/family member or delegated authority will:

- Sign their child in and out of the centre upon arrival and at the time of departure on the class Sign-In/Sign-Out Sheets with a full signature. They will also fill in daily contact details.
- Remain responsible for their child whilst they are at the preschool.

Arrival and Departure Experience for the Child and their Family

The Nominated Supervisor will ensure that:

- On orientation and on the first day of enrolment, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that sign-in sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.

- Develop rosters to provide for continuity of care for the families and children throughout the day.

Educators and staff will:

- Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
- Greet families and find out about the child's needs for the day.
- Support children to participate in an experience, assist with separation for both adults and children and to say goodbye.
- Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs. Ensure a variety of communication methods are used, such as written and verbal to make sure all families have access to the information they need.

Families/family member or delegated authority will:

- Communicate any changes of routine with Educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by Educators to ensure the safety and wellbeing of each child.
- Ensure children are dropped off after 9:00 and picked up prior to 3:00, as per our hours of operation as an approved provider.

