



# Guliyali Preschool Procedure Delivery and collection of children

Reviewed: 27/03/2019



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	<a href="#">Preschool Handbook</a> reference	School policy or procedure, where applicable
<p><a href="#">Regulations 168(2)(f)</a></p> <p><a href="#">Regulation 99</a></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>;</p> <ul style="list-style-type: none"> <li>• Application to enrol in a NSW government preschool</li> <li>• The Preschool – Obtaining parents' authorisation and consent procedure (attached below)</li> </ul>	<p>Page 39</p>	<p>N/A</p>

The Education and Care Services National Regulations (regulations 99 &158) require that staff pay attention to the arrival and departure of children in the preschool to ensure their safety. The following procedures are a good guide:

- Children are to be brought to and collected from the preschool by a parent or other person who is authorised in writing by the parent to collect the child.
- Children are not to be left in the preschool grounds without adult supervision.
- Preschool staff are to receive children directly from parents, or other authorised person, and are not to release them into the care of any unauthorised person.
- At the end of each day, two staff members check all areas to ensure that no child remains on the premises. An arrival and departure register needs to be kept and should be signed by parents or person with authorisation, when delivering or collecting a child.

## **ARRIVAL AND DEPARTURE PROCEDURES:**

Arrival and departure times are an important part of the daily routine in the preschool. The way children and families are welcomed on a daily basis should be carefully considered. Specific procedures for these times provide rich opportunities to build relationships with children and families. These procedures not only ensure children's safety but can set the tone for the whole day. It is important for families to be familiar with the procedures. Therefore, consideration needs to be given as to how they will be communicated, for example inclusion in an information booklet.

### **ARRIVAL:**

- The arrival and departure register is to be completed and should include the date and time of the child's arrival and must be signed by the person accompanying the child.
- On arrival each child is greeted by a staff member. Children must not to be left in the building or the playground without staff being made aware of their arrival.

- Parents who arrive early should stay with their children until the specified preschool starting time or until a staff member provides access to the classroom at 8:50am.

### **AN OPEN DOOR FOR OUR FAMILIES:**

Our door is always open. We value ongoing communication with parents, carers and community members. If there are specific issues or concerns, please feel free to make an appointment with the relevant staff. We are free to communicate daily at the beginning and end of your child's session or please make a note in the 'comments' section of the sign-in book and state if you'd like the educators to contact you via phone. Other means of communication include the school newsletter, the Preschool teacher email and StoryPark to assist with links between family, home and school life.

### **GULIYALI PRESCHOOL PROCEDURE**

Guliyali Preschool is committed to the safe and orderly delivery and collection of children being cared for or educated by the school and fulfilling its duty of care to all children. This requires that we:

- Encourage families to deliver and collect children on time: and
- Comply with all legislative requirements regarding access and custody.

#### ***Families' Sign-in book:***

*A register book is provided near the entrance of the Preschool room (this is known as our foyer). This book records the time, date that each child attends, whether sunscreen has been applied and a signature of the authorised person dropping off or picking up that child. This book MUST be signed on arrival and departure of each day by the parent, guardian or person who is authorised to collect the child. If the adult who usually collects or delivers any child is not doing so on any occasion, this MUST be noted in writing and signed by the child's parents before we release the child into their care. No child will be released from our preschool without prior notice and the person being over 18 years of age.*

### **DELIVERY AND COLLECTION OF CHILDREN:**

#### ➤ **Arrival**

- On arrival parents may assist their children to put their belongings in the appropriate place and accompany them to the classroom.
- Parents are asked to inform staff of any changes regarding the collection of their child that day. These changes should be noted on the arrival and departure register for that day (in the comments section).

#### ➤ **Departure**

- The arrival and departure register is to be completed with the time of the child's departure from the preschool and must be signed by the adult collecting the child.
- Parents/Authorised Person are requested to inform a staff member of the child's departure.
- If a parent is late in collecting their child, they must notify the preschool by telephone. The staff will explain the situation to the child to alleviate anxiety.
- Parents who have not arrived by (3:00pm) will be contacted by a Preschool staff member. If they are not available, the emergency contact will be telephoned.
- If an emergency arises regarding a change to departure, parents are requested to ring the preschool to notify of the changes.

- Where a parent or other authorised person is unable to collect the child, a parent may verbally authorise another person to collect the child. Parents are required to provide relevant details regarding that person's identity and ensure that the staff can easily identify the person, for example on presentation of a driver's licence.
- Staff will not allow a person to collect a child who has not been authorised by the parent. If a parent is unable to be contacted, then the child will remain in the school's care.
- If a person unknown to staff arrives to collect the child and authorisation has not been received, staff should not allow the child to leave until authorisation has been obtained.
- When collecting their own child parents are asked to ensure the safety of other children by making sure the front gate is closed.

➤ **Additional considerations may include**

- An invitation for parents to stay for a short while on arrival and prior to departure, to share some of their child's learning experiences.
- The need for specific arrival and departure routines for individual children.
- The provision of a space for families to gather after they have delivered their child to the preschool class.

**DELIVERY AND COLLECTION OF CHILDREN WHO ATTEND EARLY INTERVENTION (EI):**

Children coming/going to/from preschool to EI, and EI to preschool, will need to be accompanied by an EI educator, due to preschool having to maintain supervisory ratios as per regulations.

➤ **Departure from Preschool to EI**

- A verbal reminder is given to the child at 10 and then 5 minutes before they are due to leave.
- The arrival and departure register is to be completed with the time of the child's departure from the preschool and must be signed by the staff member who is taking the child to EI, on Monday at 12.15pm.
- Preschool staff are asked to inform EI staff of any feedback regarding the child, either verbally or in the written communication book.

➤ **Arrival to Preschool from EI**

- On arrival to preschool, EI staff may assist the child to put their belongings in the appropriate place and accompany them to where the other children are playing/gathered.
- The arrival and departure register is to be completed with the time of the child's arrival from EI and must be signed by the staff member who is bringing the child from EI, on Tuesday at 11.30am.
- EI staff are asked to inform preschool staff of any feedback regarding the child, either verbally or in the written communication book.
- The following strategies are then used to assist with settling the child back into the preschool after their visit to EI:
  - 1) The child is offered their lunch if they are hungry and have not yet eaten.
  - 2) If the child feels ready to join the other children they may do so at any time.
  - 3) If the child is not yet ready to join the other children, they can spend some one-on-one time with an educator or can chill out on their own in the egg chair.
  - 4) If needed, the child can be taken outside - with an educator - to run, jump and climb on the play equipment to release any pent up energy.
  - 5) Educator will explain to the child what activities are available for them to play with.

