



Deakin Preschool - Delivery and Collection of Children Procedure

Process

On arrival at preschool parents/carers and children:

- sign in (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 is 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.

Late arrivals and early departures

- Students who arrive after the roll has been marked will be marked in the roll as attending at this time.
- Students who are being collected early need to be signed out in the Sign In/Out Book. This will be logged on Sentral at the end of the day.

Collection of children from preschool

In accordance with the National Quality Standard, children may only leave the premises if the child:

- is collected by the parent (excluding parents who are prohibited by a court order from having contact with the child)
- is collected by an authorised nominee named in the child's enrolment record
- is collected by a person authorised by a parent or authorised nominee who has previously been named in the child's enrolment record
- leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee

This procedure is not followed in the case of:

- an authorised excursion
- the child requiring medical, hospital or ambulance care or treatment
- another emergency

During enrolment, it is the responsibility of the Forrest Primary front office staff and preschool educators to ensure all families have completed the Emergency Contact Form including names

and contact details of authorised nominees. It is the responsibility of preschool educators to ensure parents are made aware of the requirement that only themselves or authorised nominees are allowed to collect their children from preschool.

The establishment of the After School Programme for preschool children is a welcome addition to Deakin Preschool and is run through the Southside Community Services Forrest Childcare Centre. When parents enrol their child in this programme they authorise the provider to collect their child from the preschool premises, supervise them on the bus or in a car from the Preschool. Families are given this information and procedure when accessing the programme.

Changes to Pick Up Arrangements

If a parent is unable to collect their child from preschool, an Authorisation for Collection form must be completed and returned to the educators prior to the alternate pick up arrangements. These forms can be collected from the preschool. This is to ensure Regulation 99 of the National Quality Standard is followed.