



# The Pines Preschool



## Delivery and Collection of Children Policy and Procedure

### Rationale

Educators at The Pines Preschool have a duty of care to ensure that children only arrive and leave the premises under certain conditions. This ensures the child's safety and positive transitions between home and preschool.

### National Quality Standards

Regulation 99 of the Education and Care Services National Regulations, 2018.

### Quality Area 2: Children's health and safety

At our preschool:

- Each child's wellbeing and comfort is provided for
- At all times, reasonable precautions and adequate supervision ensure children are protected from hard and hazard

There are also links to:

Quality area 6: Collaborative partnerships with families and communities

### Procedure for Arrival of Children:

#### Upon arrival families need to:

- Sign their child in using the attendance sheets located outside on the table near the activity room.
- Exchange any necessary information with educators about their child (including information about changes to normal collection arrangements)
- Encourage their child to put their lunchbox on the trolley and their bag in a locker.
- Settle their child with an activity or educator member before they leave.
- Families are encouraged to contact the preschool throughout the day if they feel it is necessary.
- Families will be advised if their child remains distressed on separation and continues to be inconsolable after a given amount of time (based on the individual child).
- Families are encouraged to call the preschool if their child will not be attending.

### Procedure for the Collection of Children:

- Children may only be collected from preschool by:
  - Parents or legal guardians;
  - An authorised nominee named on the child's enrolment form;
  - A person nominated by the parents/authorised nominee, if this has been arranged verbally or in writing. Educators will make note of this arrangement in the daily diary.
  - Minors (16 years or older) will only be able to collect children with written authorisation from parents/legal guardians.
- Educators will ask for identification where they are not sure of a person's identity.
- Families need to advise the preschool if they will be late to pick up their child. Families who fail to arrive by collection time will be phoned. Where necessary, emergency contacts will be phoned. Two educators will remain with the child until collected by parents/nominees or the relevant authorities.
- A 'parent' does not include a parent who is prohibited from having contact with the child by a sighted court order.

**Upon departure families need to:**

- Sign out their child using the attendance sheets.
- Come into the preschool building and wait for educators to individually release children.
- Check their parent pocket for information and accident/illness reports.
- Collect their child's belongings from the lockers and paintings/makings from the room.
- Parents are encouraged to discuss their child's day with educators at this time.

**References:**

- Education and Care Services National Regulations, 2018.
- National Quality Standards, 2018
- Department Policies available at: <https://www.education.sa.gov.au/department/policies>

**Policy review****Quality area 7: Leadership and service management****To be reviewed:**

2023