

# Orange Grove Public School Preschool

## Delivery and Collection of Children

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation <a href="#">99</a> Regulation <a href="#">158</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Preschool- Obtaining parent's authorisation and consent</a>
<b>Pre-reading and reference documents</b>		
None		

<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
10/05/2023 - Lauren Tinslay
<b>Key changes made and reason/s why</b>
<ul style="list-style-type: none"> <li>- Removal of COVID-19 educator sign in provisions and the need for families to wait outside the building during delivery and collection, due to removal of COVID safe requirements in schools.</li> </ul>
<b>Record of communication of significant changes to relevant stakeholders</b>
<ul style="list-style-type: none"> <li>- Communicated to preschool staff and principal on 24/05/23</li> </ul>

<b>Staff roles and responsibilities</b>	
<b>School principal</b>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>• the preschool is compliant with legislative standards related to this procedure at all times</li> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>
<b>Preschool supervisor (if applicable, otherwise these duties are assumed by the Principal)</b>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection.</p> <ul style="list-style-type: none"> <li>• reflecting on how this procedure is informed by relevant recognised authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated.</li> <li>• developing strategies to induct all staff when procedures are updated to</li> </ul>

Staff roles and responsibilities	
	ensure practice is embedded.
<b>Preschool educators including K-6 staff, relief staff and casual staff</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, at least annually, or as required</li> <li>• ensuring the details of this procedure's review are documented.</li> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> </ul>

## Arrival at preschool

Children remain in the care and under the supervision of their parent, carer or Team Kids until the preschool opens and they are signed in by a parent, carer, authorised collector or preschool educator. Children wait with their parent, carer or Team Kids in the preschool foyer or outside the front of the preschool building until the bell rings at 9am.

- The arrival and departure register must be completed and should include the date and time of the child's arrival and must be signed by the person accompanying the child or a preschool educator.
- On arrival each child is greeted by a staff member. Children must not be left in the building or the playground without staff being made aware of their arrival.
- Parents who arrive early should stay with their child outside the preschool front door until 9.00am (preschool starting time), when a staff member provides access to the classroom.
- If a child is left unaccompanied at the front of the preschool before 9am, educators will take the child to the front office and their family member or emergency contact will be called to remain with the child until 9am.
- On arrival families may assist their children to put their belongings in the appropriate place and accompany them to the classroom.
- Families are asked to inform staff at drop off of any changes regarding the collection of their child that day via Seesaw, phone call or email.
- A process is in place for children arriving from Team Kids/Before School care. Team Kids staff are responsible for signing each child in their care into the Preschool. Preschool educators meet the Team Kids staff member inside the classroom and transfer duty of care from Team Kids to Preschool by speaking to the team kids staff member about which children are arriving. The Preschool educator sights these children and assumes duty of care.
- If a child does not arrive at preschool as expected, Preschool educators will contact the family via Seesaw to gain an explanation. Families are encouraged to notify the preschool if their child will not be attending via the Seesaw app, school e-news app or school email address.
- If a child is suffering separation anxiety, the educators will collaborate with their family member to develop a goodbye routine to support them. For example, developing a routine of unpacking their bag, finding an activity and then saying goodbye at the waving window. Through consultation with the child's family, the routine is implemented and reviewed over time based on the child's needs.
- At approximately 9.30am each day, an educator performs a head count and checks that the total number of children in attendance correlates with the number of children signed in. The total number of children in attendance is recorded on the arrivals register, along with the signature of the educator who completed the head count.

- If a parent, carer or Team Kids staff member has forgotten to sign their child in, an educator signs the child in or the register is marked to indicate the child is in attendance. Educators verbally remind Team Kids staff members and family members to sign children in every day if they have forgotten.

Children at Orange Grove Preschool do not arrive by public or school bus.

The arrivals register is monitored throughout the day to ensure it accurately reflects the number of children in attendance and that all children are accounted for. Educators perform head counts when moving between indoors and outdoors, before visiting the main school site, before leaving a visit to the school site and on arrival back at the preschool.

Families are made familiar with the arrival procedures before their child commences preschool through the preschool information evening, at the orientation visit and in the Preschool Handbook.

### **Collection from preschool**

Educators will only permit children to leave the preschool premises in the care of a parent or carer (unless otherwise directed by a court order), or a person authorised by the parent or carer to collect their child (an authorised collector).

Families are informed about this at the preschool information night and through the preschool handbook. Educators explain that children will not be released into the care of any person unless they are a parent, carer or authorised collector. They are also informed that educators will check the ID of any authorised collectors to confirm their identity before releasing a child into their care.

- A process is in place for children leaving the preschool in the care of the after-school care service, Team Kids. Families provide authorisation to the preschool for Team Kids to be an authorised collector for their child.

A member of staff from Team Kids comes to the preschool at 3pm with a list of their current bookings for that day. The Team Kids staff member signs out the children who are attending Team Kids that afternoon. Educators perform a head count of children with the Team Kids staff member and the children listed on the booking list. These children are then handed over to the Team Kids staff member/s, who assumes duty of care of the children at that point. If a child is absent from preschool and is booked to attend Team Kids, preschool educators inform the Team Kids staff member who is collecting the children that day.

- The Team Kids staff member/s then walk with the children to the after-school care venue, which is located on the school site. Where more than 10 children are booked to attend Team Kids on one day, a second Team Kids staff member attends the preschool to collect the children.

Families record their child's authorised collectors in the preschool enrolment form and a subsequent authorised collector's form, if additional authorised collectors are required during the year. This information is collected by the school office and sent to the preschool staff. The forms are stored in a folder in the preschool along with each child's emergency contact information. Casual and relief staff are made aware of the location of this folder through the preschool induction. The casual staff folder also contains information about the location of this folder.

Documentation regarding each child's authorised collectors is kept current. Families are reminded to inform staff about changes to who will collect their child and to update their authorised collectors form when this occurs.

- If a parent or carer wants to make a change to the people they authorise to collect their child, the preschool enrolment form is updated, as well as any record of authorised collectors stored in the preschool.

A parent or carer may give verbal advice in person, via email or over the phone, that a new person is authorised to collect their child. In this situation, a record must be made by the educator who receives the instruction, of the details. If this person is to become a regular collector, the parent must then update their authorised collector's form to reflect this.

When a parent, carer or authorised collector arrives to collect a child from preschool, they enter the preschool classroom and they or a Preschool educator sign the arrivals and departures register to confirm the time the child is leaving the premises. Educators will check the ID of any authorised collectors to confirm their identity before releasing a child into their care.

If an educator witnesses a parent or carer taking their child from the premises, but they did not sign the arrivals and departures register, the educator signs the child out. Families are reminded to sign their child out by verbal reminders from educators at their arrival to the preschool.

After the preschool closes, between 3.05pm and 3.10pm, the premises are checked by one educator to ensure no child remains. The educator who completes this check verifies they have done so and that no child remains on the premises by signing and noting the time on the arrivals and departures register.

If a child is not on the premises, has not been signed out and the educators did not see them leave with their parent or carer, the parent must be phoned immediately to confirm the child's whereabouts.

If a parent or carer is late to collect their child, they must phone in advance to inform the preschool educators. Educators will supervise a child in the preschool until their parent, carer or authorised collector arrives.

If a child has not been collected by 3pm and the parent, carer or authorised collector has not called to inform about being late, educators will supervise the child in the preschool until 3.10pm. At 3.10pm educators will call their parent, carer or authorised collector to check the arrangements for collection that day.

If a child has not been collected by 3.15pm, their family can't be reached by phone and has ever been enrolled in Team Kids, the child will be brought to the Team Kids venue by one educator and signed into Team Kids. Their family member will be called and notified about this. If the child has never been enrolled in Team Kids, educators will bring the child to the principal's office and commence calling the child's emergency contacts.

Families who are repeatedly late will be reminded that the preschool closes at 3pm and that they can book their child into Team Kids if they are unable to collect their child by that time.

When delivering or collecting their own child parents are asked to ensure the safety of other children by making sure the front door and safety gate is closed.

Preschool educators will be available for short periods of time on arrival and prior to departure, to share some of their child's learning experiences or exchange information with parents.

#### **Additional considerations:**

- Specific arrival and departure routines for individual children based on their needs. From time to time, some children may need additional support during arrival and departure times, such as having their family member stay for a longer period of time, or spending one-on-one time with an educator. These arrangements are made in consultation with families and any external professionals, as needed.

Record of previous procedure review
<b>Date of review and who was involved</b>
01/06/2022 - Lauren Tinslay Discussion with 3 family members at drop off
<b>Key changes made and reason/s why</b>
<ul style="list-style-type: none"> <li>- Removal of COVID-19 restrictions on families entering the preschool.</li> <li>- Addition of educator signing children in and out daily to reduce contact between families and based on family feedback about arrival/departure procedures.</li> <li>- Outline of the process for children arriving at Preschool from Team Kids to improve clarity.</li> </ul>
<b>Record of communication of significant changes to relevant stakeholders</b>
- communicated to P&C