

Orange Grove Public School Preschool

Delivery and Collection of Children

Current	25/05/2020
Regulation(s)	R. 99, 158, 168 (2)(f)
National Quality Standard(s)	2.2 Safety- Each child is protected. 7.1.2 Leadership- Systems are in place to manage risk and enable the effective management and operation of a quality service.
Relevant DoE documents	The following department policies and relevant documents can be accessed from the preschool section of the department's website; <ul style="list-style-type: none"> • Application to enrol in a NSW government preschool • The Preschool – Obtaining parents' authorisation and consent procedure (attached below)

For the safety and protection of children, and in keeping with Duty of Care considerations, the Preschool has strict procedures regarding the arrival and departure of children and particularly the persons who may collect children from the Service.

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

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.

- 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, an educator checks all areas to ensure that no child remains on the premises and documents the check has been done.
- An arrival and departure register is kept and must be signed by parents or person with authorisation, when delivering or collecting a child. The arrival and departure register includes the date, the name of the group (Guluu or Dhinawan), the first and last names of children in that group, time of sign in, signature in, contact number, time of sign out, signature out, a section for comments and a check box for incident/illness forms. At the bottom of the register is a section for educators to record how many children are in attendance that day, a signature and a record of the time and signature showing that a check has occurred that no children remain at the preschool at the end of the day.

Arrival and departure procedures:

Arrival and departure times are an important part of the daily routine in the preschool. Children and families are welcomed and greeted by a staff member. These times provide rich opportunities to build relationships with children and families. Additional arrival and departure procedures have been created to support children's health and safety during COVID-19.

Arrival

- 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.

- 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 in the preschool entry way until 9.00am (preschool starting time), when a staff member provides access to the classroom.
- If a child is left unaccompanied in the foyer 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 parents may assist their children to put their belongings in the appropriate place and accompany them to the classroom. (NOTE: During COVID-19, alternative procedures have been enacted- see below)
- 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.
- At approximately 9.30am each day and educator checks all families have signed their child in. If someone has forgotten to sign in their child, the educator will sign the child in to ensure the record is accurate.

Additional arrival procedures due to COVID-19:

- Orange Grove Preschool follows guidelines provided by the Department of Education regarding [return to full-time face-to-face teaching](#).
- All adults must maintain physical distance from each other (1.5m) including teachers and support staff, and parents.
- Families have been made aware of staggered drop off times each day based on surnames, to reduce the number of families within the preschool at one time. Each family has been allocated a time between 9.00am and 9.20am to drop off their child.
- The sign in book has been moved closer to the front door of the foyer to reduce the need for families to congregate in the foyer. Hand sanitiser is located next to the sign in book with a sign reminding families to use before and after touching the sign in pen.
- Markers on the floor and outside the preschool door have been laid to show families where to stand 1.5m apart from each other.
- Families have been informed about changes to drop off procedures via Seesaw and school E-news app. Children are signed in, they say goodbye to their family member, in the preschool foyer. Families do not enter the preschool classroom. The child immediately washes their hands before unpacking their belongings for the day.

Departure

- The arrival and departure register must be completed with the time of the child's departure from the preschool and must be signed by the adult collecting the child. This must be a parent/guardian or an authorised person whom the parent/guardian has nominated on the enrolment form, or subsequently in writing, as being authorised to do so.
- Families are encouraged to indicate on the sign-in sheet, or verbally, if there will be a change to the regular person collecting the child on the day e.g. a new nanny, an extended family member or Team Kids. Educators check to ensure that this person is included on the authorised collection list for that child. If the person is not listed on the form, families are asked to give written authorisation.
- Where no written authority has been received for collection of the child, the parent or guardian may give permission by phone, email, text or fax. The parent must provide the name and description of any such person concerned and photo proof of their identity will be required on arrival.
- All educators are made aware of each child's authorised collectors through forms completed by families at the start of the year. These forms are stored in a clearly labelled cupboard in the preschool office in a folder labelled 'authorised collection forms'.

- Children are not to be signed out by anyone under the age of 18, unless at the discretion of the principal or nominated supervisor. Families who are unable to collect their children by 3pm will be encouraged to utilise the after school care service.
- Children in Before and After School Care will be escorted to and from Preschool by Team Kids staff and signed in/out by a Team Kids staff member.
- Parents are requested to enter the classroom and ensure that they inform a staff member that they are collecting their child. Pick up generally occurs between 2.45pm – 3.00pm. (NOTE: Alternative procedures have been arranged during COVID-19- see below)
- If a parent is late in collecting their child, they must notify the school office by telephone, who then will let the preschool know. The staff will explain the situation to the child to alleviate anxiety
- Families who have not arrived by 3.10pm will be contacted by the school. If they are not available the emergency contact will be telephoned. The child will be taken to the Principal or Assistant Principal's office for supervision. If the parent and emergency contacts are not available by 3.20pm and the child is a registered enrolment at Team Kids they will be taken there by an educator.
- If an emergency arises regarding a change to departure, parents are requested to ring the school office 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. An un-collected child must stay in the care of the preschool or school until their family, emergency contact or authorised person collects them.
- If a person unknown to staff arrives to collect the child and authorisation has not been received, staff will not allow the child to leave until authorisation has been obtained

Additional departure procedures due to COVID-19:

- Orange Grove Preschool follows guidelines provided by the Department of Education regarding [return to full-time face-to-face teaching](#).
- All adults must maintain physical distance from each other (1.5m) including teachers and support staff, and parents.
- Families have been made aware of staggered pick up times each day based on surnames, to reduce the number of families within the preschool at one time. Each family has been allocated a time between 2.40pm and 3.00pm to pick up their child.
- The sign in book has been moved closer to the front door of the foyer to reduce the need for families to congregate in the foyer. Hand sanitiser is located next to the sign in book with a sign reminding families to use before and after touching the sign in pen.
- Markers on the floor and outside the preschool door have been laid to show families where to stand 1.5m apart from each other.
- Families have been informed about changes to pick up procedures via Seesaw and school E-news app.
- Children pack their bags ready to go home after lunch and an educator checks each child is packed properly before 2.30pm. At 2.40pm, an educator stands near the door to the preschool and calls individual children to meet their family member, as they arrive. Families do not enter the preschool classroom. The child washes their hands before leaving and takes their bag to their family member in the foyer.

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.

Teachers 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 consideration include:

- 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 partnership with families and any external professionals, as needed.



Education
Public Schools

Preschool – Obtaining parent's authorisation and consent

Schools must obtain authorisation and consent from parents and authorised nominees in some circumstances. For example, administering medication to children, children leaving the premises in the care of someone other than their parent and children being taken on excursions. Parents may refuse to allow authorisation. All authorisations and refusals are to be kept in the child's enrolment record.

Parent consent (or consent from authorised nominees) and authorisations must be obtained in the following circumstances:

- Administration of medication to children.
- Medical treatment by a doctor or hospital in the case of an accident or emergency, including transportation in an ambulance
- Children being taken on excursions and regular outings
- Collection of children from preschool – when leaving the premises in the care of someone other than the parents
- Children having access to the internet and/or an email account
- Photographs being taken of children
- Application of sunscreen/insect repellent

Information about consent or refusal of authorisations is held on the preschool enrolment form.

Department preschools are required to comply with the Education and Care Services National Regulations 2011. This document relates to regulations [92](#), [93](#), [102](#), [160](#), [161](#) and [168](#). These regulations align with the National Quality Standard Quality Area 2: Children's health and safety and Quality Area 7: Governance and leadership.

Acceptance and refusal of authorisations is supported by the following department policies:

- [Application to enrol in a NSW Government Preschool](#) – Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01
- [Administration of Medication: Legal Issues Bulletin 46, December 2012](#)
- [Excursion Policy and Implementation Procedures: PD/2004/0010/V07](#)
- [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](#)