

Rydalmere Public School Preschool Procedure

Delivery and collection of children



Reviewed: 1 - 4 - 19

<u>Education and care services regulation/s</u>	NSW Department of Education policy, procedure or guidelines	Relevant National Quality Standard/s	School policy or procedure, where applicable
<u>Regulations 168(2)(f)</u> <u>Regulation 99</u>	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)	2.1: Each child's health and physical activity is supported and promoted.	
<ul style="list-style-type: none">• On arrival each morning parents/ care giver sign their child into the preschool on the sign in/ out book. They note the time of arrival and indicate who is collecting their child in the afternoon. When the child is picked up they are signed out at the time and the time is noted. Once the children have arrived the book is checked and any child that is absent is marked. Any child that has not been signed in is signed in by an educator and the parent is requested to sign the child in, in the afternoon. At the end of the day educators ensure that all children have been collected and this is verified at the bottom of the page with signatures. Any child that has not been signed out is noted and followed up the next day.• Parents are contacted via telephone to establish who is collecting their child. If a child is not collected by 3.15pm educators notify the principal and the child is taken to the office at 3.30pm if still not picked up.• At orientation parents are advised that children cannot be left in the school grounds unattended before the preschool opens at 9am. Children must be signed into the Preschool by an adult (18 years or over) and cannot be left with older siblings who attend the school.• Details of authorised collectors are provided by parents at orientation and it is also indicated on the enrolment forms. This information is stored in a folder for educators to check in the event that an unfamiliar person attends the preschool to collect a child. If the person who attends is unauthorized the parent shall be contacted by phone using the school phone and notified and the identification of the person will be established.			