Early Intervention and Preschool Procedure

Delivery and collection of children



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| **Current** | September, 2017 |
| **Next Review** | 2018 |
| **Regulation(s)** | R. 99, 158 |
| **National Quality Standard(s)** | Standard 2.2: Safety-  Each child is protected. |
| **DoE Preschool Handbook January 2016** | Wellbeing, page 39, 40  Appendix 2.5 – page 50  Preschool Arrival and Departure Register  Appendix 2.6 – page 51  Arrival and Departure Procedures |
|  | Preschool – Obtaining parents’ authorisation and consent procedures (PDF)  [Application to enrol in a NSW government preschool](http://www.schools.nsw.edu.au/media/downloads/gotoschool/enrolment/preschoolapptoenrol.pdf) |

**Common Procedures:**

* The arrival and departures registers are archived in each classroom’s locked storeroom for the required three years, and then in the main school archives till the child is 25 years of age.
* Enrolment forms in the school office.
* At the end of each day, staff members will check all areas to ensure that no child remains on the premises and sign the arrival and departures register.

**Preschool specific procedures:**

* Children will 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.
* The arrival and departure register will be kept next to the entrance doors of each room, and will be signed by parents or a person with authorisation, when delivering or collecting a child. The preschool front door is locked until 9:00 to ensure children are supervised at all times.
* Preschool educators will not release a child into the care of any unauthorised person. In their enrolment form, parents must note who they authorise to collect their child. Names can be added or removed from this list at any time. Children will not be released to any person who cannot identify themselves as an authorised collector.
* In emergencies, parents may also give verbal authorisation for a person not previously authorised, to collect their child. This person will be asked to produce photo identification. This person’s name will be recorded on the day’s sign in sheet.
* Aftercare provides formal permission to release children to Aftercare. Aftercare pick up list is provided to both preschool rooms.