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Florey Preschool Procedures for Delivery of Children to Preschool Procedure

On arrival at preschool parents/carers and children:

- sign in at the table outside (there will be different ways this occurs throughout the year)
- ensure that the child's personal belongings (bag, jacket etc) are stored in the appropriate place and food and drink bottles are placed in the designated storage area
- go directly to the children's toilets to wash the child's hands
- make themselves known to the educators to allow them to be greeted and welcomed into the preschool
- engage in the morning activities as directed/encouraged by the educators.

Parents/carers may need to:

- provide educators with medication to be administered during the day. It is the responsibility of the educator to ensure the parent/carer has signed the relevant section of the Medication Record. Educators will place this information on the child's record
- provide educators with details about alternate arrangements for collection of their children etc or to request a time to discuss issues or concerns. It is the responsibility of the educators to ensure a mutually convenient time can be found to discuss any issues or concerns.

Late arrivals and early departures

- Children who arrive after the roll has been marked will be marked in the roll as attending at this time.
- Children who are being collected early need to be signed out in the Florey Primary Alternate Arrangements Book.

Collection of children from preschool

In accordance with the National Quality Standard, children may only leave the premises if the child:

- is collected by the parent (excluding parents who are prohibited by a court order from having contact with the child)
- is collected by an authorised nominee named in the child's enrolment record
- is collected by a person authorised by a parent or authorised nominee who has previously been named in the child's enrolment record

- leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee. For emergency situations, a parent is able to email, fax or give phone permission. In this instance, the educator will need to complete the Additional Authorisation Form.

This procedure is not followed in the case of:

- an authorised excursion
- the child requiring medical, hospital or ambulance care or treatment
- another emergency.

During enrolment, it is the responsibility of the Florey Primary front office staff and preschool educators to ensure all families have completed the Emergency Contact Form including names and contact details of authorised nominees. It is the responsibility of preschool educators to ensure parents are made aware of the requirement that only themselves or authorised nominees are allowed to collect their children from preschool.

If a parent is unable to collect their child from preschool, the following process is to be followed to ensure Regulation 99 of the National Quality Standard is followed:

- Check Emergency Contact Form. Is the person listed? If they are listed, complete the Florey primary Alternate Arrangements book.
- If the person is not listed on the emergency Contact Form, contact the parent to receive verbal permission for the release of the child. If the parent is unable to be contacted, contact other persons listed on the Emergency Contact Form for verbal permission for the release of the child. When appropriate, ask the parent to consider adding more authorised nominees to the Emergency Contact Form
- If a parent/carer gives verbal, email or fax consent for their child/ren to be collected by a person who is not listed on the emergency contact form, staff are required to complete the Additional Authorisation Form. The form is to be filed in the child's file in the front office.
- If all possible Emergency contacts have been called but there is still no response, contact the Preschool Team Leader on 58011.

Contact Front Office on 58011 to advise if collection is more than 15 minutes after the session ended. The preschool teacher will remain at the preschool site with the child. If the preschool assistant needs to leave the premises and a child has not been collected, the preschool teacher will wait with the preschool teacher or assistant from the preschool class next door. If the preschool teacher is the only staff remaining on the preschool site, they must phone the Front Office on 58011 to ask for a member of the school leadership to wait with the preschool teacher on the preschool site.

If you are unsure at any time, contact the preschool team leader or another member of the school leadership team on 58011.