

## Arrival and Collection

National Quality Standard 2.2.3 Regulation 158, 168 (2) (f)

### **Rationale**

The busiest times of an educator's day are often the times when children are coming into preschool and when they are leaving preschool for the day. These are the times when families and educators need to exchange information. Planning for these times can assist parents, children and educators to share information and complete the necessary paperwork while ensuring the safety of children.

All preschools are required by DfE to keep accurate attendance documentation.

The parent (including guardian or authorised person) who brings or collects a child from the preschool must accurately record and verify the times of arrival and departure.

To ensure children are given into the care of appropriate persons, educators must be informed of (and provided with a copy of) any parenting or consent orders that apply to a child in preschool.

Responsibilities Educators will:

- personally receive children into and farewell children from preschool
- plan strategies for communicating with families about their children and provide regular information to families about their child's experiences, routines and interactions
- make sure personal information about a child or family is not discussed in front of others
- ensure the parent/authorised person who delivers/collects the child, records the arrival/departure time and initials this on the attendance record
- record any absence and the reason for the absence on the attendance record
- ensure that children are collected by authorised persons. When this is not possible (i.e. due to unforeseen circumstances) the authorised person will need to provide details and a description of the person who will collect the child.

The collecting person, if unknown to the service, is to provide identification.

Signed: \_\_\_\_\_ Director

Signed: \_\_\_\_\_ Chairperson

## **LATE COLLECTION OF CHILDREN**

### **Procedures:**

1. If the parent/guardian has not contacted the Centre, and the child has not been collected from Preschool within 10 minutes of the end of the Preschool session, staff will attempt to telephone the parent/guardian. If no contact is made with the parent/guardian, the emergency contacts listed on the child's enrolment form will be telephoned to arrange for the child's immediate collection. Educators will continue to attempt to make contact with the parent/guardian and emergency contacts listed.

At all times the NQS staffing ratio will be adhered to and details of this late collection will be recorded.

2. If no one can be contacted and the child has not been collected 30 minutes after the end of session. The responsible person will contact the preschool director and Local Police to request a Family Welfare Check. An E-Carl report is required.

3. If the child is collected by authorised personnel outside business hours and still no contact made with the parent/guardian and emergency contacts, staff will message the family.

### **Families will:**

- record the arrival and departure time (within nearest 5 minutes) and initial each entry on the attendance record. Where the educator has recorded this information, the parent will initial the entry as soon as possible
- discuss appropriate alternative arrangements with the educator if unable to personally deliver or pick up their child
- provide permission to the educator for another adult to deliver or pick up their child if they are unable to do so
- provide the educator with information about their child's health and wellbeing which may impact on their preschool experience Resources Child protection in schools, early childhood education and care policy.

<https://edi.sa.edu.au/library/document-library/controlled-policies/childprotection-in-schools-early-childhood-education-and-care.pdf>

Preschool attendance recording <https://edi.sa.edu.au/library/document-library/controlled-procedures/preschoolattendance-recording-procedure.pdf>