

# **Cambrai Preschool**

## **Delivery & Collection of Children-**

### **Preschool**

---

#### **National Quality Standard 2.3**

#### **Regulation 168 (2) (f)**

#### **Related Key Regulations: 99, 158, 160, 176**

---

At Cambrai Preschool, enrolled children are delivered to the preschool by their parents/carers. On arrival, children are acknowledged by Educators and their presence recorded on daily attendance sheets. A signature on a weekly basis is required to confirm the accuracy of this attendance record. Attendance records are entered into the EYS (Early Years System) to keep accurate records.

#### **Delivery of Preschool children to Cambrai Preschool**

- As direct supervision of Preschool children on school premises is provided only between 8.30 a.m. and 3.05p.m., no child is to arrive at school prior to 8.30 a.m.
- If children arrive at Preschool late or depart early, for whatever reason, parents or caregivers of Preschool children must report to the Front Office to record attendance or departure

At Cambrai Preschool, educators ensure a child, once in care, may only leave the premises if:

- the child is given into the care of a parent of the child, or
- a person authorised by the parent to collect the child, or
- in accordance with the written authorisation of the child's parent or authorised nominee
- taken on an excursion and written authorisation in accordance with Regulation 102 has been obtained
- the child requires medical care
- in the event of an emergency (including rehearsed emergency evacuations)

In cases where a parent or authorised nominee is unknown to staff, then the identification and authorisation confirmation of the collecting person is to be determined prior to the child being given into their care.

In the event of a child not being collected, educators will make every effort to ring the family & all emergency contact numbers provided:

- if unsuccessful after 1/2 hour after centre closed, the educator is to contact SAPOL or Crisis Care(CYFS) 131611

---

Reference:

Preschool Enrolment Policy

[www.decs.sa.gov.au/docs/documents/1/PreschoolEnrolmentPolicy.pdf](http://www.decs.sa.gov.au/docs/documents/1/PreschoolEnrolmentPolicy.pdf)

Same First Day Start Information Sheets

<http://www.earlyyears.sa.edu.au/pages/HOME/samefirstday/>

Preschool Enrolment Form v 2.1 (or any subsequent updated version)

[www.decd.sa.gov.au/docs/documents/1/FormPPreschoolEnrolmentFo.pdf](http://www.decd.sa.gov.au/docs/documents/1/FormPPreschoolEnrolmentFo.pdf)

Preschool Enrolment Guidelines

[https://ssonet.central.sa.edu.au/it\\_support/files/links/Preschool\\_Enrolment\\_Guidel.pdf](https://ssonet.central.sa.edu.au/it_support/files/links/Preschool_Enrolment_Guidel.pdf)

FAQ - Preschool Enrolment Form and Enrolment Process -Information Sheet 4

[https://ssonet.central.sa.edu.au/it\\_support/files/links/FAQs\\_Preschool\\_enrolment\\_f.pdf](https://ssonet.central.sa.edu.au/it_support/files/links/FAQs_Preschool_enrolment_f.pdf)

Dealing with Family Law Issues in Preschool and Schools

*(Under review, refer Legislation and Legal Services Unit (LLSU) tel: 8226 1555)*

---

NQS Standards: 2.3.1, 7.3.1, 7.3.2

National Regulations: Part 4.2.Division 6: 99,100,101,102, 158, 168(2) (f), 177 (1) (k)

---

Our service, Cambrai Preschool will review Delivery & Collection of Children-Preschool every 2 years so as to incorporate current advice from recognised authorities

---

Date: 18-3-2019

Review: 18-3-2021