

Rationale

Elsie Ey Children's Centre is committed to ensuring the safety of children during their enrolled preschool sessions. This includes having recorded at all times; children who are onsite attending the current session, the adult who dropped the child off to the centre, authorised adults to collect children and retaining signed documents detailing children's arrival and departure times. This local procedure has been developed to meet the requirements of the Department for Education and the National Quality Framework policies, procedures, regulations and guidelines. Particularly, the Department for Education acceptance and refusal of authorisations policy, and attendance recording procedure for preschools.

Procedure

Entry Points:

- Entry to the preschool at the beginning and end of each session is available through both the front and rear gates to the outdoor learning area.
- Children enrolled in the Inclusive Preschool Program have a further option of entering straight into the IPP space through the side door at the rear of the preschool.
- Educators will unlock the gates/doors at 8:30am and 3pm each day (11:45am on Wednesdays).

Morning drop-off:

- Please accompany your child as they enter the preschool (children are not to be 'dropped off' at the gates). Similarly, please do not let any unaccompanied children into the preschool.
- Sign your child in on the sign-in sheets including the time of arrival, and full name of person picking your child up at the end of the session.
- If the person you have recorded to pick up your child is not on the emergency contact list, please advise an educator and provide a contact number for them.
- Support your child with the morning arrival routine: lunch in the lunch basket, locate hat, bag away, children 'sign-in'. We also ask that children wash their hands upon arrival in the children's bathroom.

End of session pick-up:

- Gates will be unlocked at 3pm (11:45am on Wednesday). To minimise disruptions to learning during their end of day group time, we ask you to please wait outside the building.
- Sign your child out.
- An educator will say goodbye to your child and send them out once they have visually sighted the adult who is picking them up.
- When leaving, please ensure you let your child only out of the preschool gates.
- Our duty of care finishes at 3:10pm (11:50am Wednesdays). Please make sure you are here to collect your child by this time. Educators spend the remaining time of the day reflecting on the teaching and learning that occurred during the session, planning for the next day and cleaning/resetting the play spaces.

Late arrivals/ early departures:

- For the safety of our preschool children, the front and rear gates will be locked between 9:00am and 3pm (11:45am on Wednesdays). Adult entry to the preschool during these times is at the discretion of the Director/ Responsible Person.
- If you arrive later than 9:00am to drop your child off, please enter the front reception area and see our administration officer. Your child will then be taken through to the play space and will be signed in for you.
- If you need to pick your child up early, please write this on the sign-in sheet in the 'time out' column at drop-off (if known), or call ahead to notify the centre when you are on your way. Educators will assist your child to have their belongings ready to leave when you get here.
- When you arrive to collect your child early, please come into the Reception area and see our administration officer. Your child will then be brought out to you. This process is less disruptive to the other children's learning, lessens occurrence of other children becoming upset thinking it is time for their parent to pick them up and is also for safety reasons. An educator will sign your child out for you.

Who can collect:

- Under no circumstances can children be released to individuals under the age of 18 years.
- Only adults listed on your child's enrolment form will be allowed to collect your child from preschool.

Drop-off and Pick-up procedure

- If you require your child to be collected by someone not listed on their enrolment form, please write their name and phone number on the sign-in sheet in the morning, or call the centre to give verbal permission over the phone. **This person will be required to show photo ID to an educator before your child is farewelled.**

Court/Custody Orders:

- We can only prevent parents from collecting children if we are provided with Court Orders/Intervention orders that specifically state individuals who are not to have access to your child.
- Please ensure that we are kept updated with the most recent orders by bringing in any updated documentation for us to photocopy and file with your child's enrolment form.
- Please speak to the director if you have any custody concerns.

Site Leader	<ul style="list-style-type: none"> Advise families of the Centre's drop-off and pick-up procedure upon enrolment. Ensure details for parents/carers, emergency contacts and individuals authorised to collect are completed on children's enrolment forms. Where listed, ensure copies of any legal documents preventing any listed adult from accessing a child at any time has been obtained, is stored with the child's enrolment form, has been noted on EMS, has been communicated to all relevant staff. Ensure staff know the storage location of local site policies and procedures, and where to find supporting policies/ procedures/ regulations and national law information related to this procedure. Notify staff off any updates to this procedure after a review has occurred. Review implementation of the current procedure.
Educators	<ul style="list-style-type: none"> Ensure the gates are unlocked/ locked during the designated time periods. Ensure sign-in sheets are out each day and are correctly dated Keep a record of the total number of children on site at any time through designated checks at 10am, end of session and at any other time where a child may enter or leave the service in between. Sign in/out sighted children if their care-giver has not done so. Are able to confidently identify children for whom legal custody/intervention orders are in place. Make sure the collecting adult is sighted before dismissing a child. Phone primary emergency contact to confirm, if person collecting differs from that listed on the sign-in sheet. Ask to sight photo ID of any new adult collecting a child who is not listed on the child's enrolment form. Know how to access this procedure.
Families	<ul style="list-style-type: none"> Ensure child's enrolment form is filled out completely and accurately with regards to parental, emergency contact and individuals authorised to collect information, and remains current AT ALL TIMES throughout the child's enrolment period. Notify the director before your child's next session if any of these contact details change in any way. Provide copies of any legal documents that govern who has access to your child at any time during their preschool attendance, and notify the director before your child's next session if this changes. Make sure the person responsible for taking your child to and from preschool knows to complete the sign-in register both upon arrival, and at collection, each time they attend. Follow the above procedures

Procedures created or reviewed: Reviewed 20/06/2023.

Monitoring, Evaluation and Review: Policies and procedures are reviewed every 2 years or earlier if there is a change in relevant legislation.