

DELIVERY AND COLLECTION OF CHILDREN PROCEDURE

Rationale

The safety of children is of the utmost importance. Lockleys Children's Centre implements an effective approach to ensure the safe delivery and collection at preschool and occasional care. The procedure describes the requirements services must follow under the:

- [Education and Early Childhood Services \(Registrations and Standards\) Act 2011](#)
- [Education and Care Services National Regulations](#) (regulations 99, 158, 168 (2) (f), 177 (1) (k)).

This procedure provides local guidance on the implementation of the Department for Education's [Attendance Recording Procedure](#).

Scope

This procedure outlines the process for recording a child's attendance at a preschool and occasional care of the preschool, including their delivery and collection.

Delivery and collection of children to preschool or occasional care

Parents and caregivers are asked to observe the start and finish times for the session.

Upon arrival, parent/caregiver is required to sign the child in on the daily attendance sheet noting the time and signing the attendance sheet. The notes column is where parents/carers can provide any necessary communication including changes to pick up routines.

Once signed in and the child's arrival has been noted by educators and the child greeted, the parent/caregiver is able to leave once their child is settled. Educators will support you and your child through this transition.

Children must be dropped off and collected by a parent, guardian or authorised responsible adult. Children under the age of 18 are not able to drop off or pick up a child from preschool or occasional care.

At the end of the day, children can only be collected by a person authorised by the parent or caregiver named in the child's enrolment form as having authority to collect the child.

A parent or authorised nominee unknown to staff must provide proof of identification before the child is given into their care.

For any child who has not been collected more than 10 minutes after the end of the session, emergency contacts listed in the enrolment form will be contacted until collection arrangements are confirmed.

Attendance Record

Lockleys Children's Centre will ensure that an accurate attendance record is maintained for each child, every day that a service is in operation that complies with all state and national requirements.

The attendance record will be checked at 9.00am to ensure that all children have been signed in. Any children in attendance who have not been signed in will be noted as present by an educator authorised to do so. This ensures a complete record of children in attendance is available at all times. At this time, children who are absent will be highlighted.

At the end of the session when children have been collected, an educator authorised to do so will check the attendance sheet and make a note of children who have left but have not been signed out.

The daily attendance sheet will be entered into the Education Management System (EMS) as the final record of attendance. The original hard copy attendance sheet will be filed and archived on an annual basis.