



DELIVERY AND COLLECTION OF CHILDREN PROCEDURE

To ensure that children are safe and in the care of authorised persons at all times, the following procedures should be adhered to by all staff:

Delivery of children to preschool:

- Children arriving at preschool unpack their bags with assistance from the adult delivering them. 'Morning Routine' information is displayed in the area adjacent to the lockers.
- Adults delivering children to preschool complete the 'Who is collecting your child today?' information, located on the top of the lockers.
- Children then join preschool staff in the area allocated for play – inside or outside, and farewell their adult. Adults are encouraged to engage with their child in one activity before leaving.
- Adults delivering children are expected to ensure that preschool staff are aware of a child's arrival at the centre. This concept is discussed at the 'New Parent Meeting' – adults are encouraged to say goodbye to their children, and not 'sneak away'. Preschool staff can assist children with separation from their adult if required.
- After all children have arrived, staff ensure that the names recorded on the collecting list, match with those adults authorised to collect children.
- A list of authorised adults for each child is located in the attendance folder, and in the contacts folder in the office. Staff indicate on the 'Who is collecting your child today?' that all collecting adults are authorised.
- If the collecting adult is not authorised, contact must be made with the parent early in the day to ensure it is their wish for that specific adult to collect. On arrival at the centre, if the unauthorised adult is unknown to staff, they must provide ID before the child can be released to their care.
- Additional collecting adults are added to the authority list once parents complete the appropriate form; 'Emergency Contact Update'. Authority to collect can also be withdrawn by parents on completion of this form.

Collection of children from preschool:

- At the end of the preschool session, all children are gathered together by an educator; children must not be dismissed in a random and ad hoc fashion.
- After the 'Goodbye Song' is sung, the educator individually says good bye to each child. This can only occur once the educator has visually sighted the appropriate and authorised adult inside the preschool. Children are taught to say good bye to the educator before joining their parent/collecting adult.
- Parents are asked to be on site at the end of session (Monday 3.00 pm, Tuesday 3.00pm and Wednesday 11.15am) – this allows children feel safe in the transfer of their care.
- Should the collecting adult be running late, we ask that they phone and notify staff, enabling staff to reassure children that their adult is on the way, and they have not been forgotten.
- If the collecting adult is not authorised, contact must be made with the parent to ensure it is their wish for that specific adult to collect. On arrival at the centre, if the unauthorised adult is unknown to staff, they must provide ID before the child can be released to their care.



- Additional collecting adults are added to the authority list once parents complete the appropriate form. Authority to collect can also be withdrawn by parents on completion of the appropriate form.

Procedure issued: July 2014
Procedure reviewed: May 2015
Next review date: May 2017



Carpark:

Safety is a priority for most parents, and as children learn by repetition, learning safety issues by always doing things safely is the way to go.

When at preschool please use the car park in the following manner:

When your child exits the car, ask them to go to the front of the car to the gravel footpath. When you are ready, join them on the footpath and walk along the path towards the school and preschool. Nobody should be crossing across the bitumen to reach the other side of the car park.

Please let others know if they are collecting your child- for example Nanna.