

Delivery and collection of children procedure

Rationale:

The safety of children is of the utmost importance. Torrensville Preschool Centre implements an effective approach to ensure the safe delivery and collection of children at our preschool and occasional care services.

This procedure describes the requirements services must follow under the:

- [Education and Early Childhood Services \(Registration and Standards\) Act 2011 | South Australian Legislation](#)
- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)

This procedure provides local guidance on the implementation of the Department for Education's [Attendance, delivery and collection of preschool children \(edi.sa.edu.au\)](#)

Scope:

This procedure outlines the process for recording a child's attendance at our preschool and occasional care services, including the process for dropping off and picking up children.

Delivery and collection of children to Preschool and Occasional Care:

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

Each day your child attends please sign them in and out using the daily attendance sheet on the verandah table, noting the time of arrival and departure. The diary is where parents/carers can provide any necessary communication including changes to pick up routines.

Should you arrive after the session has begun, please advise a staff member before leaving the premises.

If you are picking your child up early, please advise a staff member before you go and remember to sign them out.

This will assist staff to ensure that an accurate attendance record is maintained for each child.

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.

Attendance record will then be checked again at all transition times throughout the day – snack, lunch, end of day. The daily attendance sheet data 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

Children must be dropped off and collected by a parent, guardian or authorised responsible adult as per enrolment form and permission to collect form signed by parent/guardian 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. Should someone other than the usual carers be coming to collect your child, please let staff know and ensure they are placed on your pickup authorisation list.

If there are any last-minute arrangements to pick up your child, please contact the Preschool to let us know.

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.

A child recorded as attending the service only leaves the premises when:

- Given into the care of a parent or authorised guardian of the child
- Given into the care of an authorised nominee named in the child's enrolment form and/or permission to collect form
- Taken on an excursion with written authorisation in accordance with regulation 100-102
- They require medical care
- There is an emergency – including rehearsed emergency evacuations

Your child will gain most from their Preschool experience if their attendance is regular. If your child is going to be absent for any reason, please give us a call to let us know. We have an answering machine so you can call and let us know at any time.

References:

[Acceptance and refusal of authorisations policy \(edi.sa.edu.au\)](#)

[Preschool attendance recording procedure \(edi.sa.edu.au\)](#)

[Camps and excursions \(edi.sa.edu.au\)](#)