



## **Delivery and collection of children from TWCCC procedure**

### **Arrival of children**

The person who delivers (and collects) the child will sign the attendance record. The nominated supervisor/responsible person or an educator may sign the child's arrival or departure time, where this has not been completed by a parent, guardian or authorised.

The accuracy of the attendance record must be confirmed daily by the signature of either:

- The nominated supervisor/responsible person
- An educator authorised by the Director

### **Collection of children**

The Education and Care Services National Regulations require parent authorisation to be provided for collection of children from the service. An authorised nominee is a person authorised by a parent or guardian to collect their child.

**The nominated supervisor (or responsible person) must ensure that a child who is being educated and cared for by TWCCC does not leave TWCCC premises except for the following:**

***Please note all educators are expected to follow the following and responsibility is not solely on the nominated supervisor/responsible person.***

The child may only leave TWCCC if the child is given into the care of:

- A parent or guardian of the child (not including a parent who is prohibited by a court order from having contact with the child)
- An authorised nominee named in the child's enrolment record
- A person authorised by a parent or authorised nominee named in the child's enrolment record
- A person or taken outside the premises because they require medical care OR because of another emergency.

*If someone other than the above arrives to collect a child and the centre has not been notified, the nominated supervisor/responsible person or another staff member will contact the parents to obtain their authorisation. Wherever possible, prior notification should be provided by the parent.*

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

Sites must keep records of children's attendance, including arrivals and departures, with the signature of or the person collecting the child or the person responsible for verifying the accuracy of the record.

**Written February 2023. Review February 2025**

Source – Education and Care National Regulations 99 Children leaving the education and care premises

Preschool attendance recording procedure – Department for Education

Acceptance and refusal of authorisations policy – Department for Education

Source – Education and Care National Regulations 99 Children leaving the education and care premises

Preschool attendance recording procedure – Department for Education

Acceptance and refusal of authorisations policy – Department for Education