Birraleegal Goondi Preschool

Walgett Community College

Our school community is built on **safe, respectful, happy learners,** striving for our motto of **Courage and Excellence.**

Delivery and collection of children – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
NQS: 2.2 **Regulations: 99, 158**	Leading and operating department preschool guidelines	ACECQA's policy and procedures guidelines – Delivery and collection of children

Responsibilities

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School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self-assessment. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool supervisor	The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection which includes: • analysing complaints, incidents or issues and what the implications are for the updates to this procedure • reflecting on how this procedure is informed by relevant recognised authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

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Procedure

Arrival at preschool	• Children remain in the care and under the supervision of the person delivering them to preschool until the preschool opens. • Parents/carers are not permitted into the preschool grounds until 8:57 when the main school bell is sounded. • All parents/carers and preschool children are welcome to participate in the school's breakfast program from 8:30am while waiting for the preschool to be opened. Preschool children remain in the care of the parents/carers during this time. A child found to be unaccompanied will be supervised in the main administration office by attending staff. • On entering the preschool premises, the person delivering each child must sign the arrivals and departures register, noting their time of arrival. • This register is located to the left hand side of the main room entry door. • If a child is suffering separation anxiety, the teacher will collaborate with their parent to develop a goodbye routine to support them. • Preschool staff will encourage the parent to engage with their child in activities and support the parent implement the agreed goodbye routine. • A staff member will perform a head count and check that the total number of children in attendance correlates with the number of children signed in. The total number of children in attendance is recorded on the arrivals register, along with the signature of the staff member who completed the head count. • Attendance roll check will be completed by 9:15am • If a person forgets to sign a child in, a staff member signs the child, also recording the time they arrived. • The arrivals register is monitored throughout the day to ensure it accurately reflects the number of children in attendance and that all children are accounted for. • Additional headcounts will be conducted before and after indoor and outdoor transition times, eating times and the associated toileting / hygiene processes, when RFF staff have been in attendance or students have attended the main school site. • Parents and carers are verbally reminded at the start of each term to sign their children in and out each day.

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Collection from preschool	• Children are only able to leave the preschool premises in the care of a parent or carer (unless otherwise directed by a court order), or a person authorised by the parent or carer to collect their child – an *authorised nominee* or *authorised collector*. • Families record their child's authorised collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff. • The preschool administration officer collates, updates and records this information in **teams/preschool/ 2025/ADMIN/STUDENT INFORMATION** • The summary of the children's authorised collectors is stored in a location in the preschool which is easily accessible to staff. All relevant preschool staff are able to access student information in **teams/preschool/ 2025/ADMIN/STUDENT INFORMATION** • Documentation regarding each child's authorised collectors is kept current. The only valid copy of student information is located in **teams/preschool/ 2025/ADMIN/STUDENT INFORMATION** • Families are reminded to confirm or update authorised collectors at the start of each term in writing. A letter contains a tear off scetion that is retained in the child's individual file, while the information is updated in **teams/preschool/ 2025/ADMIN/STUDENT INFORMATION** • If a parent or carer wants to authorise an additional person to collect their child, they must do this in writing. There is no provision in the regulations for this to do be done verbally. The written authorisation can take any form, for example, email, text message, written note or a post in an online application. • After a parent provided updated information related to their child's authorised collectors, their enrolment form is updated accordingly, as well as any record of authorised collectors stored in the preschool. This information is recorded in **teams/preschool/ 2025/ADMIN/STUDENT INFORMATION** • When a parent or carer arrives to collect their child from preschool, they sign the arrivals and departures register to confirm the time they took the child from the premises. • After the preschool closes, the premises are checked at 3:10pm by the teacher to ensure no child remains. The teacher who completes this check verifies they have done so and that no child remains on the premises by signing and noting the time on the arrivals and departures register. • If an educator witnesses a parent or carer taking their child from the premises, but they did not sign the arrivals and departures register, the educator signs the child out. The teacher will remind the parent to co-sign during the following drop-off period. • If a child is not on the premises, has not been signed out and the staff did not see them leave with their parent or carer, the parent must be phoned immediately to confirm the child's whereabouts. • If a parent is late to collect their child, they must phone in advance to inform the preschool educators. What to do if a parent/carer is running late is included in the parent/carer handbook.

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	• The teacher retains duty of care onsite in the preschool until the parent/carer arrives. The site manager will organise for an additional staff member to be onsite in the preschool. • Parents/carers who are habitually late will be asked to develop a suitable collection plan for their child or provide an additional authorised collector who is willing to support them on a regular basis as needed. • If a parent is late and has not contacted the preschool, they will be contacted to enquire who is collecting their child. • Where a parent/carer is not contactable using the provided information, the school will contact the provided emergency contacts in order to establish communication with the parent/carer and seek permission to contact authorised collectors to collect the child. • Any authorised collector not already known to the preschool staff, is asked to verify their identity with photo identification.
Delivery and collection for children who use the NRC bus.	At Walgett Community College Primary School Birraleegal Goondi Preschool, families have access to the NRC bus for the delivery and collection of children as required. As of term 2 2025, 1 child currently uses this service.
Parent and carers(s)	The family is responsible for: • contacting the bus company and discussing the possibility of their child traveling on the bus. • notifying the preschool of the bus travel arrangement. • provide written authorisation • notify the preschool when there is a change to drop off and pick up arrangements. • notify the preschool if the child will not be attending preschool. • If medication is required, complete a medication authorisation form (Appendix B) and send medication and form with the bus driver.
The Bus Driver	The bus driver is responsible for: Following contact from a family, • communicating with them around a child's pick up and drop off times and location and the days they will attend preschool. • signing the preschool arrivals register on delivering the child to a preschool educator. • signing the departures register to note they have collected the child.

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	• to deliver any medication given by the parents to the preschool educators.
Bus Company	The bus company is responsible for: • providing qualified and background checked bus drivers. • Providing contact details and information to the families. • informing the bus driver where to park near the preschool.
NRC Bus Procedure	• When a family enrolls at Walgett Community College Primary School Birraleegal Goondi Preschool, staff discuss how their child will attend and if appropriate suggest NRC bus travel. • Parent/Carer to provide written authorisation • All preschool staff are made aware of the transport arrangement of the child. • It is the family's responsibility to contact the bus driver/bus company and organise drop off and pick up of their child. • Families must then inform the preschool that their child is catching an NRC bus and give authorisation for delivery and/or collection by the bus company. This will be recorded in the child's enrolment form. • At 9.00am the bus driver will walk the children into the preschool and complete the sign in the register. • At 2.45pm the bus driver will walk into the preschool and complete the sign out the register. • Parents/carers are responsible for placing their child on the bus in the morning and meeting the bus for pick up in the afternoon. • If the child is not attending preschool, the parent is asked to contact the preschool before 9.00am to notify of the child's absence. • If the bus does not arrive for drop off in the morning when expected, the preschool will contact the family. • The completed written authorisation is stored in the child's student record card. Copies of the form are located with this procedure. • A list of children who catch the NRC bus is stored inside the first aid cupboard door.

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Record of procedure's review

Date of review	3/3/25
Who was involved	Alison Finlayson
Key changes made and reasons why	Location of children sign in book has moved to the left hand side of the main entry to the classroom.
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: Steph, Ghata, Barbara and Michelle Parents: Parents informed and shown new location at the end of 2024. Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

Date of review	28/03/2024
Who was involved	Alison Finlayson
Key changes made and reason why	Updated template available from Early Learning • If a parent or carer wants to authorise an additional person to collect their child, they must do this in writing. There is no provision in the regulations for this to do be done verbally only. The written authorisation can take any form, for example, email, text message, written note or a post in an online application.
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: New templates from Early Learning to be implemented during review cycle and minuted in staff meeting 8/02/24. Parents: Nil changes required for this procedure. Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

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Copy and paste the section below to the bottom of the table each time a new review is completed.

Date of review	
Who was involved	
Key changes made and reasons why	
Record of communication of significant changes to relevant stakeholders	Principal: Staff: Parents: Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

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