**Irrawang Public School Preschool Procedure**



**Delivery and collection of children**

**Reviewed: April 8 2019**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | [**Preschool Handbook**](https://schoolsequella.det.nsw.edu.au/file/caddbee8-92ca-422b-a9df-cffdd34d5ccf/1/preschool-handbook.pdf) **reference** | **School policy or procedure, where applicable** |
| [Regulations 168(2)(f)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html) [Regulation 99](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s99.html) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* [Application to enrol in a NSW government preschool](https://schoolsequella.det.nsw.edu.au/file/fc42beb1-eff2-4592-b7da-a253901e002a/1/preschoolapptoenrol.pdf)
* The Preschool – Obtaining parents’ authorisation and consent procedure (attached below)
 | Pages15, 39 |  |
| * Staff pay attention to the arrival and departure of children in the preschool to ensure their safety.
* Children will be brought to and collected from the preschool by a parent or other person who is authorised in writing by the parent to collect the child.
* If a parent provides verbal permission for somebody new to collect their child it will be written on the arrival and departure register.
* Children will not be left in the preschool grounds without adult supervision.
* Preschool educators will receive the children directly from their parents, or other authorised person, and are not to release them into the care of any unauthorised person. If an unknown person is unable to prove their identity, and is seeking to collect a child, the principal and/or the child’s parent will be contacted to see advice.
* At the end of each day, two educators will check all areas to ensure that no child remains on the premises. Any children who have not been collected by 2:55pm will be taken to the school office to await collection.
* An arrival and departure register will be kept and will be signed by parents or a person with authorisation, when delivering or collecting a child. If a child arrives after 9:15am they will require a late slip from the school office.
* This register will be stored on site for three years, and kept until the child reaches 25 years of age. These items are stored in the school archive storeroom.
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