

# PROCEDURES

## DELIVERY AND COLLECTION OF CHILDREN FROM PRESCHOOL

Responsibility of:	Early Childhood Education and Care	DoE File: 50:F19:133
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Target Audience:	Principals, preschool teachers and educators, parents, pre-service teachers, students and volunteers	

### 1. INTRODUCTION

The [Education and Care Services \(National Uniform Legislation\) Act 2011](#) (the Act) and [Education and Care Services National Regulations](#) (the Regulations) require preschools to ensure that parents and guardians either personally collect their child or arrange with the preschool for an authorised nominee to do so.

To ensure children's safety and wellbeing, the preschool's procedure for managing the delivery and collection of children must be followed in every instance.

### 2. DEFINITIONS

**Authorised nominee** is a person authorised by a parent to collect their child.

**Children**, for the purpose of this procedure, refers to children enrolled and attending preschool.

**Educator** is a person who is involved in the planning and/or instruction of an education and care program.

**Parent**, for the purpose of this procedure, signifies a child's father, mother or any other person who has parental responsibility for the child, including a person who is regarded as a parent of the child under Aboriginal and Torres Strait customary law or tradition.

**Responsible person** is the person placed in day-to-day charge of the preschool. Under the Act and Regulations, this person may be either:

- a) the approved provider;
- b) nominated supervisor who has been designated by '(a)' as being in overall charge of the preschool service and has accepted this responsibility in writing, i.e. in regards to government preschools, principals are the nominated supervisor; or
- c) a person who :
  - i. has been placed in day-to-day charge of the preschool by either '(a)' or '(b)' to be the responsible person at the preschool in the absence of the approved provider and nominated supervisor; and
  - ii. has accepted this responsibility in writing.

*Refer to the 'Responsible person in preschool procedure' document for further clarification about this matter.*

### 3. ROLES AND RESPONSIBILITIES

**Principal** is responsible for:

- ensuring the preschool is compliant with the regulatory requirements under the Act and Regulations and implements processes for managing the delivery and collection of children; and
- supporting the preschool to ensure a child is not collected by a parent who is prohibited by a court order from having contact with the child.

**Preschool teacher and educators** are responsible for:

- ensuring the preschool complies with the Act and Regulations and implements processes for managing the delivery and collection of children;
- communicating the preschools approach regarding the delivery and collection of children to all the families of enrolled children, educators and the school community ;
- developing processes in consultation with families and the school principal to ensure a child is not collected by a parent who is prohibited by a court order from having contact with the child; and
- ensuring each child's arrival and departure times are recorded in an attendance sign-in / sign-out sheet.

### 4. PROCEDURES

#### 4.1. Delivery of children

- 4.1.1. Parents and authorised nominees should take their children to the preschool or another pre-arranged location, either as part of the preschool program or a planned excursion, at the time specified by the preschool.
- 4.1.2. Parents are required to make their child's presence known to the preschool teacher and educators.
- 4.1.3. Parents are required to complete a sign-in sheet to record their child's arrival time at preschool.

#### 4.2. Collection of children

- 4.2.1. The Regulations prescribe that a child may only leave the preschool premises or another location arranged as part of the preschool program or a planned excursion if the child is:
  - a) given into the care of a parent, authorised nominee named on the child's enrolment record, or a person authorised by the parent or authorised nominee;
  - b) taken on an excursion; or
  - c) given into the care of a person or taken outside the premises because the child requires medical treatment or because of another emergency.
- 4.2.2. The preschool must develop a process for ensuring it is aware of when children are being collected and who is collecting them (i.e. a parent or authorised nominee).
- 4.2.3. Parents are required to complete a sign-out sheet to record their child's departure time from preschool.
- 4.2.4. The preschool cannot intervene to prevent a parent from having contact with his/her child unless the service has received a copy of a formal notification that a court order is in place.

### **4.3. Uncollected children**

- 4.3.1. If a child has not been collected when the preschool closes, at least two educators should remain with the child at the preschool and continue to contact the parent, authorised nominees and/or emergency contacts.
- 4.3.2. Preschool educators should inform the principal of the situation and actions taken. If procedures have been developed for such instances, then educators and principals must ensure these procedures are followed.
- 4.3.3. Under no circumstance, are educators to take the child home or release him/her into the custody of an adult without the appropriate authorisation.

### **4.4. School facilitated delivery and collection of children**

- 4.4.1. To meet community or family needs, preschools may identify a need to develop additional procedures that facilitate the delivery and collection of children from preschool. These procedures must be developed through a consultative process involving the principal, educators and families and must not contradict the Act and Regulations and any departmental policies and procedures.
- 4.4.2. Under these arrangements, the preschool retains responsibility for the children until they are received by a parent, authorised nominee or emergency contact.