



Delivery and collection of children

Rationale

The safety of children is of the utmost importance. The Nest implements an effective approach to ensure the safe delivery and collection at preschool. The procedure describes the requirements services must follow under the:

- Education and Early Childhood Services (Registrations and Standards) Act 2011
- Education and Care Services National Regulations (regulations 99, 158, 168 (2) (f), 177 (1) (k))

This procedure provides local guidance on the implementation of the Department for Education's Attendance Recording Procedure.

Scope

This procedure outlines the process for recording a child's attendance at a preschool, including their delivery and collection.

Delivery and collection of children to preschool

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

Upon arrival, parent/caregiver (or OSHC educator) is required to sign the child in on the daily attendance sheet, noting the time. The notes column is where parents/carers can provide any necessary communication including changes to pick up routines.

Once signed in, and the child's arrival has been noted by an educator, the child is greeted and the parent/caregiver is then able to leave. Educators support this transitional point, as needed.

Children must be dropped off and collected by a parent, guardian or authorised responsible adult.

Children under the age of 18 are not able to drop off or pick up a child from preschool.

At the end of the day, children can only be collected by a person authorised by the parent or caregiver named in the child's enrolment form (additional names can be added through completing an authority to collect child form) 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.

Attendance Record

Educators in The Nest will ensure that an accurate attendance record is maintained for each child, every day, that a service is in operation and that complies with all state and national requirements.

The attendance record will be checked at 9.20am 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 the end of the session, when children have been collected, an educator authorised to do so will check the attendance sheet and make a note of children who have left but have not been signed out.

The daily attendance sheet will be entered into the Education Management System (EMS) at 9:30am each day.

The original hard copy attendance sheet will be filed and archived on an annual basis.

6. MONITORING, EVALUATION AND REVIEW

Implementation: All Educators

Monitoring: Dan Jarrad, Principal

Review Date: August 2024

Next review due: August 2025

Endorsed by Governing Council: 10/9/24

7. Supporting Documents:

Preschool Policy Compliance

National Quality Framework: Operational Requirements Quality Areas 1 to 7

Education and Early Childhood Services (Registrations and Standards) Act 2011, Schedule 1 Education and Care Services National Law (South Australia)

Education and Care Services National Regulations