



Delivery of children to preschool procedure

On arrival at preschool parents/carers and children:

- ensure that the child's personal belongings (bag, jacket etc) are stored in the appropriate place and food is placed in the designated storage area
- go directly to the children's toilets to wash the child's hands
- make themselves known to the educators to allow them to be greeted and welcomed into the preschool
- sign in (there will be different ways this occurs throughout the year)
- engage in the morning activities as directed/encouraged by the educators.

Parents/carers may need to:

- provide educators with medication to be administered during the day. It is the responsibility of the educator to ensure the parent/carer has signed the relevant section of the Medication Record. Educators will place this information on the child's record
- provide educators with details about alternate arrangements for collection of their children etc or to request a time to discuss issues or concerns. It is the responsibility of the educators to ensure a mutually convenient time can be found to discuss any issues or concerns.

Late arrivals and early departures

- Students who arrive after the roll has been marked will be marked in the roll as attending at this time.
- Students who are being collected early need to be signed out in the Alternate Arrangements Book.

Collection of children from preschool

In accordance with the National Quality Standard, children may only leave the premises if the child:

- is collected by the parent (excluding parents who are prohibited by a court order from having contact with the child)
- is collected by an authorised nominee named in the child's enrolment record
- is collected by a person authorised by a parent or authorised nominee who has previously been named in the child's enrolment record
- leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee

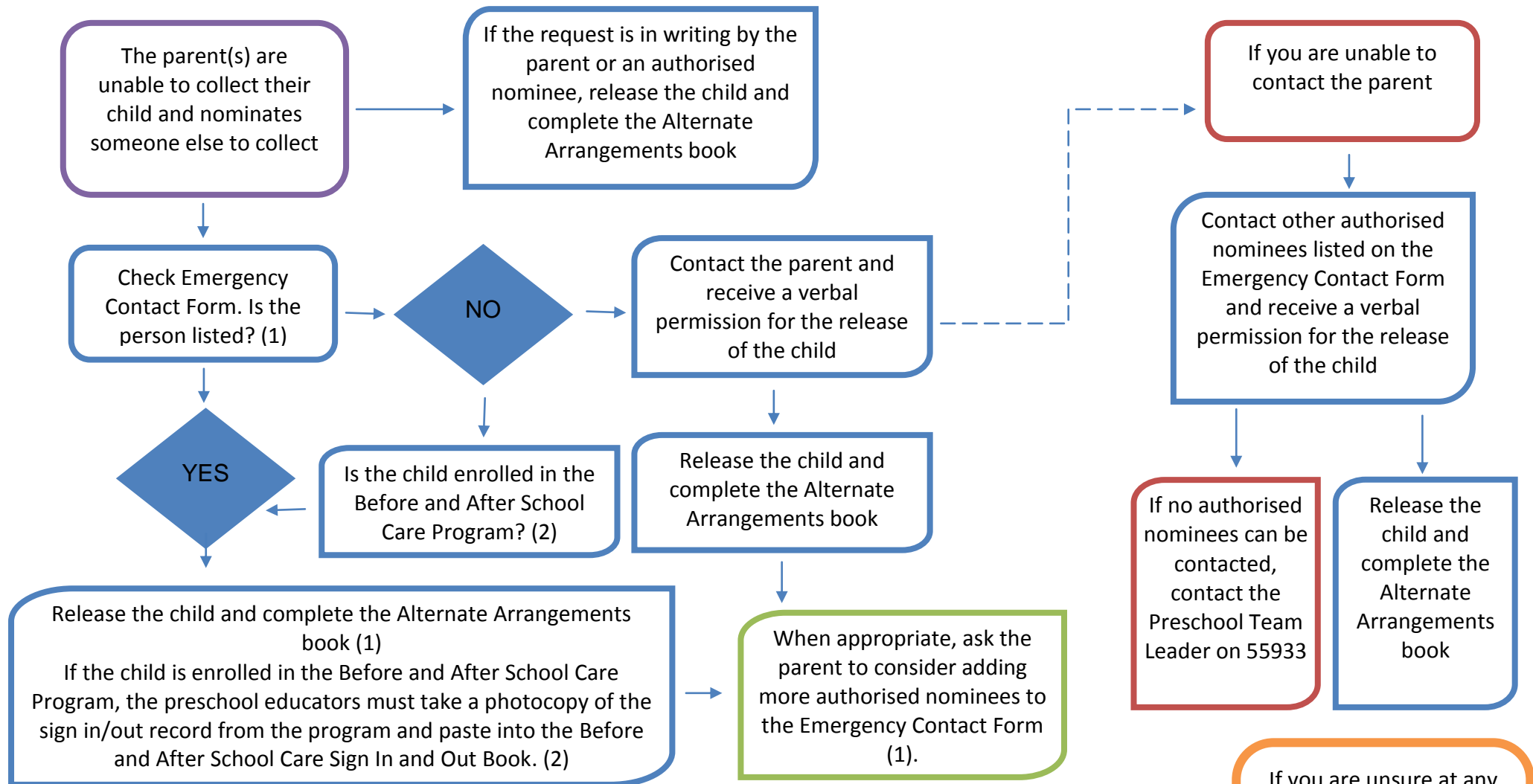
This procedure is not followed in the case of:

- an authorised excursion
- the child requiring medical, hospital or ambulance care or treatment
- another emergency

During enrolment, it is the responsibility of the Maribyrnong Primary front office staff and preschool educators to ensure all families have completed the Emergency Contact Form including names and contact details of authorised nominees. It is the responsibility of preschool educators to ensure parents are made aware of the requirement that only themselves or authorised nominees are allowed to collect their children from preschool.

The establishment of the Before and After School Program for preschool children is a welcome addition to Maribyrnong School. When parents enrol their child in this program they authorise the provider to deliver and/or collect their child from the preschool premises, supervise them as they walk to or from the school and then begin the program in the school hall. Families are given this information and procedure when accessing the program and all families are able to access this information from the preschool itself or from the school website.

If a parent is unable to collect their child from preschool, the following process is to be followed to ensure Regulation 99 of the National Quality Standard is followed:



Contact Front Office on 55933 to advise if collection is more than 15 minutes after the session ended. The preschool teacher will go to the front office at the school, with the child. If the preschool assistant has left the premises and a child has not been collected, the preschool teacher and the child will go immediately to the front office regardless of time passed. The teacher will place a sign on the preschool door to notify the parents of this arrangement. The teacher may be required to stay with the child to ensure they are comfortable in this setting until their parent/carer arrives.

If you are unsure at any time, contact the Preschool Team Leader or another member of the School Leadership Team on 55933.