Delivery of children to preschool

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 need to be signed in by their parents/carers in the Alternate Arrangements Book.
- 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 staff to ensure all families have completed the Emergency Contact Card including names and contact details of authorised nominees. It is the responsibility of Preschool staff to ensure parents are made aware of the requirement that only themselves or authorised nominees are allowed to collect their children from preschool.

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:
The parent(s) are unable to collect their child and nominates someone else to collect

Check Emergency Contact Form. Is the person listed?

- **YES**
  - Release the child and complete the Alternate Arrangements book

- **NO**
  - Contact the parent and receive a verbal permission for the release of the child
    - If no authorised nominees can be contacted, contact the Preschool Team Leader on 55933
    - If you are unsure at any time, contact the Preschool Team Leader or another member of the School Leadership Team on 55933.
  - Release the child and complete the Alternate Arrangements book
    - When appropriate, ask the parent to consider adding more authorised nominees to the Emergency Contact Form
    - Contact other authorised nominees listed on the Emergency Contact Form and receive a verbal permission for the release of the child
    - Release the child and complete the Alternate Arrangements book

If the request is in writing by the parent or an authorised nominee, release the child and complete the Alternate Arrangements book

Contact Front Office on 55933 to advise if collection is more than 30 minutes after the session ended. The Preschool Teacher must go to the Front Office at the school, with the child, if the Preschool Assistant has left the premises. 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.