

Delivery and Collection of Children Policy

Preschool Session Times:

Tuesday:	8:45 am – 3:00pm
Wednesday:	8:45am – 11:15am
Thursday:	8:45am – 3:00pm

Procedure:

At the beginning of each day, we ask that parents and caregivers support their child to get ready for the day. If families arrive early at the preschool, parents/caregivers will need to remain with their child until the beginning of the session. Please encourage your child to unpack their own belongings they need for the day and to return their bag to their bag locker once they have done so. Before leaving your child, please ensure an educator has acknowledged your child's arrival at preschool. If your child appears to be upset or unsettled about being left at preschool, please let a staff member know so they can support your child and the transition.

Each day a staff member will sign your child in and out of preschool, then record this attendance information onto the EYS (Early Years System).

At the end of the session parents and caregivers are asked to wait outside until the children are farewelled for the day. Staff will farewell children once they have sighted a familiar adult there to collect the child. In the interest of safety, we are unable to release your child to any person who you have not given collection authority. If educators do not know the person collecting your child by sight, the person will be asked to produce photographic identification to confirm their identity e.g., a driver's licence. Please ensure you notify any person who may collect your child of this requirement to avoid confusion. We will contact families to confirm collections if we are unsure of whom will be collecting the child.

If you are running late, please inform staff so we can let your child know and reassure them that you will not be far away or of any changes to whom will be collecting them for the day.

If a child has not been collected by the parent/caregiver at the end of the session and preschool staff are unaware as to why, the preschool teacher will escort the child to the school front office where they will be supervised until collection.

Inform the preschool staff if your child will not be attending the preschool for whatever reason.

Endorsed by Staff and Governing Council September 2023

Policy review: This policy will be reviewed in September 2026 or as required based on department policy updates and/or advice.