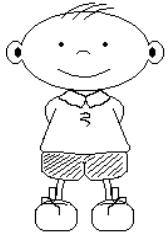




Wynn Vale Preschool



Arrival and Collection of Children Policy

Upon arrival at Preschool:

- Parents / carers complete the sign-in section of the Sign-in / Sign-out book
 - Record the time of arrival
 - Sign their name
 - Indicate who will be collecting the child at the end of the day
- Families enter the classroom when an educator opens the door
 - Adults take name tag out of their child's pocket and place it on their child
 - Adults take notes (if any) out of their child's pocket
 - Children hang preschool bags on a hook and organise their belongings (e.g. lunches in the large boxes, library books in library box)
- Parents / carers farewell their child when they are ready to leave
 - Adults are welcome to spend time with their child before leaving
 - If a child is upset or unsettled when their parent is ready to leave, an educator will support the child and help them to settle

At the end of the Preschool session:

- Parents / carers complete the sign-out section of the Sign-in / Sign-out book
 - Record the time of departure
 - Sign their name
- Parents / carers come inside the Preschool classroom when the Star of the Day opens the door
 - Adults hand their child's name card to the educator who is supervising their group
 - The educator takes off the child's name badge and hands the child to their parent / carer

Important Information:

- If the person indicated in the Sign-in / Sign-out book is unable to collect the child, an enrolling parent needs to phone the Preschool and inform the educators of the name of the person who will be collecting their child (Preschool phone numbers are 8289 3915 and 0403 622 143)
 - Educators will record the details in the information book by the phone and amend the Sign-in / Sign-out book
 - If someone different to the person indicated in the Sign-in / Sign-out book arrives unexpectedly to collect a child, an educator will phone the enrolling parent to ensure that permission is given for that person to collect their child
- The details of anyone with authority to collect a child from the Preschool must be recorded on the child's enrolment form
- If someone new is collecting a child, they must produce photo ID on the first occasion
 - Children will not be allowed to leave with that person until the photo ID has been sighted

- Parents are requested to inform the Preschool if their child will be absent and provide an explanation for the absence (this information needs to be recorded and given to the Department for Education)
 - Parents / carers can inform an educator in person (e.g. holidays or medical appointments)
 - Parents / carers can email the Preschool (manny.mccarthy266@schools.sa.edu.au)
 - Parents / carers can phone the Preschool (8289 3915 or 0403 622 143)
 - Parents / carers can send a text message to the Preschool (0403 622 143)
- If a child has not been collected at the end of the session, educators will contact the person designated to collect the child or the enrolling parent
 - Educators often have meetings and other commitments at the end of the day, therefore it is important that children are collected on time
 - If parents / carers are unexpectedly delayed and will be later collecting their child, please phone the Preschool on 8289 3915 to inform the educators
- If parents / carers need to collect their child before the end of the session:
 - Advise Preschool educators in the morning or phone the Preschool throughout the day (this information will be recorded in the information book)
 - Parents / carers are to sign their child out in the Sign-in / Sign-out book, indicating the time that the child was collected
- A person authorised to deliver or collect a child must be 18 years or over
- For children attending Out of School Hours Care [OSHC]:
 - OSHC educators will bring the children to Preschool in the mornings and help them with the morning routine
 - Preschool educators will help the children organise their possessions at the end of the day and take them to the OSHC building
- If there is a Court order against a particular person having access to a child, a copy of the order needs to be provided by the parents / carers for the Preschool records
 - All educators will be notified of the relevant information
 - If there is a contradiction to the notified court orders, Preschool educators will request that person to leave the site immediately and notify SAPOL where appropriate
 - Staff will contact the custodial parent / carer to inform them of the situation

Endorsed by Wynn Vale School Governing Council:

Chairperson Signature: _____

Date: _____

Date for review: _____