



ACT
Government

Education

ACT PUBLIC PRESCHOOL - DELIVERY AND COLLECTION OF CHILDREN PROCEDURES

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This procedure must be read in conjunction with:

Supervision of Students on School Sites Policy SOSS201508; ACT Public Preschool – The Acceptance and Refusal of Authorisations Policy; and ACT Public Preschool – Acceptance of Authorisations Procedure; and Unwelcome visitor to school’s handbook.

1. Overview

- 1.1. This document describes the standard delivery and collection of children from ACT Public preschools. It outlines roles and responsibilities of all, educators and parents/carers of children enrolled in a ACT Public preschool.
- 1.2. It provides established expectations surrounding the release of children to authorised nominees.

2. Rationale

- 2.1. The aim of this procedure is to ensure all parents and preschool staff are aware of responsibilities and processes that support the safe delivery and collection of children. It seeks to meet legislative requirements of Regulation 99 within the *Education and Care Services National Regulations*.

3. Delivery of Children Procedures

- 3.1. The preschool day typically begins at 9am. Some schools have elected to change the start time of the preschool sessions to an alternate time, such as 8:45am. Parents, guardians and authorised nominees are expected to remain with their preschool child until the session start time.
- 3.2. Once the preschool day begins, parents, guardians and authorised nominees are invited to support their preschool child to settle into the preschool day, and develop self helps skills by participating in experiences that encourage independence. These may include: unpacking their school bag; signing into preschool; and greeting educators and peers.
- 3.3. Parents, guardians and authorised nominees are encouraged to connect with educators and the preschool learning environment on regular basis, modelling respectful greetings and interest in children’s learning.
- 3.4. Morning routines will be established by preschool educators in a manner that support connection among the learning community and effective transitions.
- 3.5. Educators will ensure that all children in attendance will be signed in to the online administrative tool: *Sentral* upon arrival.
- 3.6. Late arrivals to preschool will be marked as a *partial absence* and children families are required to sign their child in or attend the School’s front office for sign in on *Sentral*. In the case of an offsite preschool, families may sign their child in with their child’s preschool teacher.

4. Collection of Children Procedures

- 4.1. The preschool day typically finishes at 3pm. Some schools have elected to change the end of the preschool sessions to an alternate time, such as 2:45pm. Children will be released upon

sighting a parent, guardian or authorised nominee identified within the child's enrolment record.

- 4.2. When a child is collected outside of regular hours this will be marked as a *partial absence*. Educators must ensure that parents, guardian's or authorised nominees are sighted upon collection and that children are either signed out in the allocated register or via *Sentral* (the Schools Administrative System).
- 4.3. In the event of an unwelcome visitor who is not authorised to collect a child from preschool, Education ACT employees are expected to contact the school principal and consult the *Unwelcome Visitors to Schools Handbook*.

In accordance with the [Education and Care Services National Regulation 2011](#) , children may only leave the preschool/school premises:

- 4.4. With an authorised parent, guardian or authorised nominee who has been authorised to collect the child, and is named within the child's official enrolment file;
- 4.5. With written permission provided by an authorised parent, guardian or an authorised nominee who has been granted permission to do so within the child's official enrolment file;
- 4.6. If the child requires medical, hospital or ambulance care or treatment;
- 4.7. Or in the case of another emergency.
- 4.8. A *parent* who is prohibited by a court order from having contact from the child is not considered an *authorised parent* for the purposes of this procedure.
- 4.9. If a child attends a *Family Day Care* service or an *After School Care Service*, persons responsible for collecting children must be identified as authorised to do so by the child's parent, guardian or authorised nominee.
- 4.10. Under no circumstances should a child leave the preschool premises without authorisation by a parent, guardian or authorised nominee named within the child's enrolment record.
- 4.11. When authorisations to collect a child are made via phone, these conversations must be documented in writing and retained on the child's enrolment record.

5. Responsibilities

- 5.1 Parents and guardians are responsible for maintaining current and up to date personal contact details and those of authorised nominees.
- 5.2 School principals will ensure that details of authorised nominees will be communicated with all educators.
- 5.3 School principals will ensure the effective management of these records within student enrolment files.
- 5.4 All ACT Education Directorate staff are responsible for ensuring the release of children from preschool to parent's, guardians or authorised nominees also.

6. Policy Owner: Director, School Improvement is responsible for this policy.

7. Contact

- 7.1. The Director, School Improvement is responsible **for this procedure**.

7.2. For support contact **The School Operations Branch** 6205 3313 or email SchoolOperations@act.gov.au

8. Monitoring and review

8.1. The policy owner will be responsible for monitoring the policy through annual scans. A full review will occur as necessary, or within a three year period.

9. Complaints

9.1. Any concerns about the application of this policy or the policy itself, should be raised with:

- the school principal in the first instance;
- ACT Education's Regulatory Authority, *Children's Education and Care Assurance* on [\(02\) 6207 7581](tel:0262077581)
- online at http://www.det.act.gov.au/contact_us;
- see also the [Complaints Policy](#) on Education ACT's website.

10. References

10.1. Definitions

- **Authorised nominee** – a person identified by the child's parent within enrolment documentation as a priority or emergency contact.
- **Parent** – does not include a parent who is prohibited by a court order from having contact with the child.
- **Guardian** – a person who is legally responsible for the care and wellbeing of a child.
- **Premises** – preschool grounds and any adjoining school grounds.
- **Emergency** – in relation to an education and care service, means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the premises. For example: flood; fire; a situation that requires the preschool/school to be locked down or evacuated.
- **Excursion** – means an outing organised by a teacher which has been approved by the principal and includes written authorisation made by a parent/carer. It does not include an outing on the school site adjacent to a preschool if: the child/children leave the preschool premises in the company of an educator; or the child or children do not leave the school site.

10.2. Legislation –

- [Education and Care Services National Law \(ACT\) Act 2011.](#)
- [Education and Care Services National Regulations 2011](#)

11. Policy and Implementation Documents

11.1. Supervision of Students on School Sites Policy

11.2. Supervision of Students of School Sites Guidelines for Staff

11.3. ACT Public Preschool – Acceptance and Refusal of Authorisation Policy

11.4. ACT Public Preschool – Acceptance and Refusal of Authorisation Procedure

- 11.5. Education ACT Records Management Policy
- 11.6. Education ACT Access to Student Records Policy
- 11.7. Written Authorisation Enrolment Form Insert Authorised Nominee