



Emmerick Street Community Preschool
15 Emmerick Street, Lilyfield

Policy

Policy Name:	ARRIVAL AND DEPARTURE
Policy Number:	QA 2 022
Quality Area:	2: CHILDREN'S HEALTH AND SAFETY
Date Developed:	AUGUST 2011
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1. Background

It is the responsibility of staff and families to ensure the safe arrival and departure of children at the education and care service and the completion of statutory documentation.

Practical and safe approaches will promote a smooth transition between home and the service, and confirms children's presence or absence from the service. This ensures a child's arrival and departure at the service continues their safe care and custody.

2. Links to other policies and procedure

- Releasing Children Procedure

3. Aim

To ensure that children are dropped off and picked up from Emmerick Street Community Preschool in safe manner, and the location of a registered child at any time of the day.

4. General Practices

The Nominated Supervisor will:

- Inform families during enrolment of the procedures required of them when dropping off and picking up their child from the preschool; and
- Inform staff of the procedures required of them during children's arrival and drop off and their responsibilities for monitoring this.

Educators and Staff will:

- Not open the doors until 9am;
- Ensure only authorised persons pick up children; and
- Work with families to develop strategies to help children settle into their day.

Families will:

- Arrive from 9am and pick up their child by 3pm;
- Supervise all other children that accompany them during drop off and pick up at the preschool to ensure that the safety of children and equipment is not compromised. These children must stay in the direct presence/vision of parents at all times;
- Regularly check their child's pigeon hole for correspondence (above lockers);
- Be responsible for their child(ren)'s safety and behaviour before their child is signed in and after their child is signed out;
- Not let people into the Preschool they do not know; and
- Close all gates and doors as they use them and ensure that no child other than their own exits play spaces or the front door as they are leaving them.

4.1. Arrival

Educators and Staff will:

- Greet children and families as they arrive and share any relevant information regarding the child's care for the day;
- Encourage children's participation in activities when they arrive at the preschool;
- Support children to settle in to their day; and
- Reassure parents if their child is unsettled and encourage them to call at a later time to check on them.

Families will:

- Arrive from 9am;
- Sign their child in upon arrival at the Preschool;
- Be responsible for their child(ren)'s safety and behaviour before their child is signed in and after their child is signed out;
- Share any relevant information about their child to educators and staff; and
- Notify staff they are leaving and hand over their child to an educator, aware that this means the child is at the Preschool and under the care of educators and staff now.

4.2. Departure

The Nominated Supervisor will:

- Ensure permission is obtained from parents before releasing children into the care of a person other than their parent/guardian (see Releasing Children Procedure); and
- Ensure written permission is given from parents for a regular change to persons, other than the parents, picking up a child. This can be via email or letter.

Educators and Staff will:

- Follow the Releasing Children Procedure (see below);
- Share all relevant information regarding the child's day with families/guardians. Information such as the child's interests, accomplishments, eating/sleeping habits, health and safety issues or concerns will be shared via a variety of verbal and non-verbal strategies;
- If a parent has not collected their child by 3pm and have not contacted preschool to inform staff that they will be late, staff will call the parent;
- On notification from a parent that their child will be picked up by somebody else, check the child's enrolment form to ensure that the preschool has written authorisation for the identified person to collect the child. If not, they are to be added to the list before the parent/guardian leaves;
- Notify parents that if a person other than the parent is picking up their child for the first time, they will need to bring photo identification; and
- Be aware of what to do if any persons picking up a child is intoxicated:
 - If the person collecting the child appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to take responsibility for the child, the staff members are to bring the matter to the intoxicated person's attention before releasing the child into their care. Wherever possible, such discussion is to take

place without the child being present. Staff are to suggest that the intoxicated person contact the other parent or emergency numbers from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorised person, staff members are to inform the police of the circumstances, the person's name and vehicle registration number.

Staff cannot prevent a parent/guardian from collecting a child, but do have a moral obligation to persuade a parent/guardian to seek alternative arrangements if they feel the parent/guardian is in an unfit state to accept responsibility for the child.

4.3. Monitoring children's arrival and departure

Educators will:

- Conduct head counts and verify the number of children in their supervision against the daily sign in/out register;
- Thoroughly check the preschool at the end of the day to ensure that all children have departed safely; and
- Carefully check the sign in/out register at the end of the day to ensure that all children have been signed out and they have departed the centre. If a child has not been signed out, staff will consult with each other to verify whether they saw that child depart the preschool with an authorised person. If staff have not seen the child depart they will contact the family to verify their departure. Sign off on the sign in/out register at the end of the day to verify that they have checked the preschool for children (including store rooms and bathroom) and that all children have been signed out for the day.

4.4. What to do if a child is not collected

1. If a child is not collected by 3.00pm, staff must try to contact the parent or emergency contact.
2. If there is no response within 30 minutes of the Preschool closing, staff should contact the Community Services Helpline on 133627 followed by the local police (Leichhardt Police Station: 02 9745 1333). Two staff members must stay with the child at the preschool until directed otherwise.

Relevant Legislation

Children (Education and Care Services National Application) Act 2010 104;
Education and Care Services National Regulations 2014: 99, 158, 168(2)(f);
Links to National Quality Standard: 2.2.1.

Sources

Education and Care Services National Regulations 2011;
Community Early Learning Australia (CELA) (NSW) <https://www.cela.org.au/member-resources-2/>