



Arriving and Departing from Preschool Procedure

Rationale

The purpose of a policy for arriving and departing from Preschool is to keep all children safe and for parents/carers to understand how to assist their child in our program.

Policy Statement

It is important that children arrive and depart Preschool safely and with the support of their parent/carer and also the teacher and assistants.

Legislative Requirements

National Law: sections 165,167

National Regulation: Regulation 99, 158-159, 176

National Quality framework: Quality Area 2.3

Early Years Learning Framework 3.2, 1.1

Implementation

On Arrival:

Parents/ Carers are expected to:

1. Arrive at Preschool safely and park in the correct designated car parks and not the drop off zone. Walk to the preschool room safely in time for the educators to open the door at 8.00am.
2. Read the daily notice board outside and inside for information.
3. Sign their child in filling in all the details required on the attendance register located in Preschool foyer.
4. Assist with the unpacking of the bag and to settle the child into the Preschool program.
5. Exchange any information about their child's needs to the educator.
6. Provide prior notice of any new person that will be collecting their child. Fill in the Authorisation form, to inform the Preschool educators of alternate arrangements for collection by someone other than their nominated emergency contact.(This includes childcare centres/ OSHC)

Preschool Staff will:

1. Have a discussion with the children about the safety of arriving to Preschool and following the road rules to keep us safe.
2. Write information to families via the notice board outside.
3. Welcome the families and children into the room when they arrive.

Students will:

1. Do their jobs by placing their fruit to share for morning tea in the fruit basket, their drink bottle in the bottle container and their lunch box in the fridge or canteen order in the canteen box.
2. Place their bag into their named locker.



On Departure:

Parents will:

1. Pick up their child at 2.30pm (12:00 on Wednesday) or ring the school Reception to inform them if they will be late.
2. Ensure gate is closed when arriving and departing, and not let other children out of the gate unless they are with a parent/carer.
3. Sign their child out on the attendance register.
4. Check the attendance register to see if they need to collect laundry/ see an educator/sign an accident form.
5. Encourage their child to wait on the mat until the educator has called their child's name.

Educators will:

1. Remind children to remain on the mat until the educator has seen their parent/called their name.
2. Teach children not to exit doors unless with a parent/carer.
3. Ensure the child may only leave the Preschool if the child:
 - Is given into the care of a parent of the child, an authorised nominee named in the child's enrolment record or a person authorised by a parent via attached form to collect the child from the preschool.
 - Is given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment or any other emergency.
4. Ensure a person who is prohibited by a court order does not have contact with the child and cannot drop off or pick up the child from preschool.
5. Ensure the childcare centre sign the correct children out on the attendance register.
6. Discuss with parents any concerns or information about their child. Ensure parents are informed about any accidents that may have occurred.
7. Discuss with the child care workers any concerns or information about the children they are picking up.
8. If a child is not collected within 10 minutes of finishing time, educators will ring the parent/child care centre to confirm who will be collecting the child. If the first authorised contact is not reached, educators will continue to contact alternate emergency contacts until a suitable arrangement has been made for the collection of the child.

Students will:

1. Remain on the mat until the educator's sight their parent and call their name.

Effective Term 3, 2025
Date of next Review Term 4, 2026
Developed by Preschool Teachers and Assistants



Authorised Nominees – Family & After School Care

Authorised Nominees – Family (2 pages)

Surname

Given name

Preferred name

1. Authorised nominees - a person who is given permission to collect the child from preschool

I would like to provide authorised nominees for my child. If no, go to question 4

Yes / No

	Authorised nominee 1	Authorised nominee 2
Relationship to child		
Name in full		
Mobile		
Home phone		
Work phone		
Residential address		
Suburb/town/community		
Postcode		



**Additional Nominees**

Name in full	Mobile	Relationship to child	Residential address

Parent Signature**Name in full****Date**



Authorised Nominees - OSHC After School Care (2 pages)

Surname

Given name

Preferred name

1. Authorised nominees - a person who is given permission to collect the child from preschool

I would like to provide authorised nominees for my child. If no, go to question 4		Yes / No
	Authorised nominee 1	Authorised nominee 2
Relationship to child	YMCA Rosebery OSHC	YMCA Rosebery OSHC
Name in full	Clair Adams	Saskia Stanton
Mobile	0484355969	0484355969
Home phone	N/A	N/A
Work phone	08 79128347	08 79128347
Residential address	Belyuen Road	Belyuen Road
Suburb/town/community	Rosebery, NT	Rosebery, NT
Postcode	0832	0832



Additional Nominees

Name in full	Mobile	Relationship to child	Residential address
Amber Ehrlich	0484355969	YMCA Rosebery OSHC	Belyuen Road, Rosebery NT, 0832
Bailey Mcbain	0484355969	YMCA Rosebery OSHC	Belyuen Road, Rosebery NT, 0832
Ciana Niesner	0484355969	YMCA Rosebery OSHC	Belyuen Road, Rosebery NT, 0832
Natchaya Keighran	0484355969	YMCA Rosebery OSHC	Belyuen Road, Rosebery NT, 0832
Sangita Biswa	0484355969	YMCA Rosebery OSHC	Belyuen Road, Rosebery NT, 0832
Tiara Aitchesan	0484355969	YMCA Rosebery OSHC	Belyuen Road, Rosebery NT, 0832
Zarina Haakmeester	0484355969	YMCA Rosebery OSHC	Belyuen Road, Rosebery NT, 0832
	0484355969	YMCA Rosebery OSHC	Belyuen Road, Rosebery NT, 0832
	0484355969	YMCA Rosebery OSHC	Belyuen Road, Rosebery NT, 0832
	0484355969	YMCA Rosebery OSHC	Belyuen Road, Rosebery NT, 0832

Parent Signature
Name in full
Date
