

Late Pick-Up Procedure – Rosebery Preschool

Rationale

At Rosebery Preschool, the safety, wellbeing, and supervision of all children is our highest priority. Clear procedures for late pick-up ensure children remain safe, supported, and adequately supervised at all times. Establishing consistent expectations also supports effective communication between educators and families and ensures compliance with regulatory requirements.

Policy Statement

Rosebery Preschool is committed to ensuring that all children are collected promptly at the end of the preschool session. Educators will follow a consistent and supportive process when families are running late, ensuring children remain supervised, reassured, and safe. Families are expected to communicate with the preschool if they anticipate being late.

Legislative Requirements

This procedure aligns with the following:

Education and Care Services National Law

- Section 165 – Offence to inadequately supervise children
- Section 167 – Offence relating to protection of children from harm and hazards

Education and Care Services National Regulations

- Regulation 99 – Children leaving the education and care service premises
- Regulation 158 – Children’s attendance records
- Regulation 168 – Policies and procedures

National Quality Standard

- QA2 – Children’s Health and Safety
- QA4 – Staffing Arrangements

Implementation

Preschool session times:

- **Monday, Tuesday, Thursday, Friday: 8:00am – 2:30pm**
- **Wednesday (alternating groups): 8:00am – 12:00pm**
- Preschool doors open at the end of the day:
 - 2:30pm (Mon, Tues, Thurs, Fri)



- 12:00pm (Wednesdays)
- Children must be signed out by a parent/carer or authorised nominee.

If a child has not been collected 10 minutes after session end:

- 2:40pm on full days / 12:10pm on Wednesdays
- The classroom teacher or support staff will contact the parent/carer via phone to determine their expected arrival time.

If there is no response:

Educators will:

- Contact all remaining authorised emergency contacts listed on the child's enrolment record.

If the parent/carer is more than 5 minutes away or unable to be contacted:

The child will be:

- Escorted to the front office with a staff member.
- Supervised in a safe and supportive environment.

The office staff will:

- Continue attempts to contact parents/carers and emergency contacts.

If all attempts to contact authorised nominees are unsuccessful:

The office staff will:

- Continue to supervise the child at all times.
- Follow Department and regulatory guidelines.
- Contact relevant authorities (e.g. Police or Child Protection) if no authorised person can be reached within a reasonable timeframe.

Additional considerations:

- Children will remain supervised at all times until collected.
- All late pick-ups may be recorded and monitored.
- Ongoing late collection may require follow-up communication with families.

Effective

Term 1, 2026

Date of next Review

Term 1, 2027

Developed by

Preschool Teacher in Charge

