



Curtin Primary School



Curtin Primary School is an inclusive, innovative and supportive learning community that fosters lifelong opportunities, success and a love of learning for every individual in our school.

Delivery and Collection of children at preschool procedures

Delivery of children to preschool

On arrival at preschool parents/carers and children:

- ensure that the child's personal belongings (bag, jacket, hat etc) are stored in the right place and drink bottle is placed in the designated storage area
- go directly to the children's toilets to wash and dry the children's hands
- make themselves known to the educators to allow them to be greeted and welcomed into the preschool
- sign in (there will be different ways this occurs during the year)
- engage in the morning activities as encouraged by the educators

Parents/carers may need to:

- provide educators with medication to be administered during the day. It is the responsibility of the educator to ensure the parent/carer has signed the relevant section of the Medication Record.
- provide educators with details about alternate arrangements for collection of their children etc or to request a time to discuss issues or concerns. It is the responsibility of educators to ensure that a mutually convenient time can be found to meet.

Late arrivals and early departures

- Students who arrive after the roll has been marked will be marked in the roll as attending at this time
- Parents please write in the *Student Sign In/Out Book* (in hanging shelf near teacher office) if your child arrives after the roll has been marked (generally in the first group time)
- Students who are being collected early need to be signed out in the *Student Sign/Out Book*
- If students are to be collected by a different person or time, parents are to write a message in the Communication Book (on outside table near Day Book), signing and dating the entry.

Collection of children from preschool

In accordance with the National Quality Standard, children may only leave the premises if the child:

- is collected by the parent (excluding parents who are prohibited by a court order from having contact with the child)
- is collected by an authorised nominee named in the child's enrolment record
- is collected by a person authorised by the parent in the *Parent Communication Book*
- leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee (as per written note, or entry in the *Parent Communication Book*)

This procedure is not followed in the case of:

- an authorised excursion
- the child requiring medical, hospital or ambulance care or treatment
- another emergency

Emergency Contact Form

During enrolment, it is the responsibility of the Curtin Primary Front Office Staff and preschool educators to ensure all families have completed the Emergency contact Form including names and contact details of authorised nominees. It is the responsibility of preschool educators to ensure parents are made aware of the requirement that only themselves or authorised nominees are allowed to collect their children from preschool.

Parents using Private Providers of before and after preschool care

When parents enrol their child in these programs they authorise the providers to deliver and/or collect their child from the preschool premises, supervise them as they walk to or from the preschool to their private program.

- it is the responsibility of parents to provide details of regular arrangements using Peter Pan and Teddy Bears Childcare.
- it is the responsibility of educators to ensure that communication and information supplied directly to parents/carers is also provided to the service educators who collect the children. Educators will direct the childcare staff to collect communications and children's work from their pockets.

If a child is collected more than 15 minutes after the session has ended:

Educator will phone parents, authorised nominees and then other persons on Emergency Contact Form. If the preschool assistant has left the premises the teacher is to phone the Front Office on 55622 and request the Preschool Team Leader or another available staff member go to the preschool.