



# Allenby Gardens Preschool

## Delivery and Collection of Children

### **RATIONALE**

To ensure the safety and protection of children, a regular routine and procedure for the delivery and collection of children needs to be followed.

### **AIM**

Children are safe and secure.

### **IMPLEMENTATION**

The preschool session begins at 8.30 with all educators present.

Caregivers enter the preschool and are able to leave their child/children at 8.30. They are welcome to remain and engage in an experience with their child.

On arrival, the caregiver signs the arrival sheet to indicate that their child is at Preschool. Where possible a staff member will greet the adult.

The formal roll is completed as soon as practical.

Caregivers arriving later than the session start time need to inform a staff member of their arrival as well as signing the arrival sheet.

At the end of the session children are given into the care of a parent or nominated caregiver and be signed out by the caregiver. Parents need to inform staff if another adult will be collecting their child. Staff record this on the daily attendance sheet.

If a child is collected earlier than the end of the normal session, caregivers need to sign the child out on the daily attendance sheet.

Records of adults nominated to collect children are in each child's confidential folder and the list of contacts kept in the roll book and excursion folder and recorded on EYS.

### **SEPARATION**

Often children can find the separation from their parent upsetting or difficult. If a child is upset when being left at Preschool, the staff will discuss and support a routine that best helps the parent and child.

Staff will contact parents if children are unduly upset or upset for a prolonged period of time.

Staff will endeavour to contact parents/caregivers as soon as possible after the child has settled. Parents are encouraged to call if they are concerned.

Review date: July 2023

### **REFERENCES**

*See Parenting SA Guides displayed in foyer*