

## **Braidwood Preschool Arrival, Departure and Access Policy**

### **Aim:**

To ensure a happy and safe transition for children, on arrival and departure, from Preschool.

### **Relevant Legislation:**

Education and Care Services National Regulations 2011, 99, 157, 158

National Quality Standards, Element 2.3.2

Children's Services Regulation, 2004. Part 6. Clauses 74 – 76

### **Implementation:**

#### **Arrival and Departure**

- On arrival parents and children will be greeted (received) by a member of staff.
- Parents/carers must record the arrival and departure of their child by signing and recording the time of arrival/departure, on the daily attendance record next to their child's name.
- During the morning, after children have arrived, a staff member will check the sign in sheet, and sign in any child who is present, but not signed in. The staff member will write down the name of the person who delivered the child to preschool, and will initial the entry.
- When children depart from the preschool, staff will ensure that the child departs with a parent or a nominee authorised by the parent on the child's enrolment form (Reg 158 1 b iii), unless the parent of the child has made prior alternative arrangements and the parent has notified the preschool by phone or verbally.
- If the child is to be picked up or dropped off by a school aged child not in the company of a parent, staff will follow a written arrival/departure procedure that has been provided by the parent.
- All non-parental visitors to the centre will be asked to use the visitor's book, to sign in with their time of arrival, and sign out with their time of departure.

#### **End of day check**

After children have departed, a staff member will check the sign in sheet, and sign out any child who has departed but is not signed out. The staff member will write down the name of the person who collected the child from preschool, and will initial the entry.

Upon closure, two preschool staff members will check the building to ensure that no children remain and the staff will sign the bottom of the sign in sheet to record that this check has occurred

#### **Access to children**

- Parents are able to contact their child at any time during their child's hours of attendance at the service, (unless a court order is in place prohibiting contact between that parents and the child). Contact may be via telephone or in person. Parents are welcome to contact staff during the day by telephone, to check on how their child's day is progressing. (National Regulations 157)
- Parents are encouraged to exchange information about their child with a staff member at arrival or departure time, or at a mutually convenient times
- If a COURT ORDER IS IN PLACE, which forbids a parent from having access to a child attending the service, staff **MUST NOT** share any information regarding the child or allow the person to enter the preschool whilst the child is in attendance. The parent in question **MUST NOT** be permitted to take the child from the preschool. The procedure for unauthorised collection of a child should be followed by staff.

#### **Unauthorised collection of a child**

- If an unauthorised person attempts to collect a child, staff will ask the person to identify themselves (if they are not already known to staff) and to provide proof of identification. The staff will then contact the parent/s to notify them and to gain instructions from them.
- If the parents cannot be contacted, the staff will contact the emergency contacts listed on the child's enrolment form to notify them and to gain instructions from them.

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- If the staff believe that the child is at risk of harm, by being in the care of this person or the person attempting to collect the child has been forbidden by a court order from having contact with that child, then staff should:
  - attempt to prevent this person from collecting the child, if this is possible without risk to their own personal safety, or the safety of the child, or other children or other staff.
  - If staff are unable to prevent this person from collecting the child, then a staff member should immediately contact the Police (000 for emergency and 131444 for non-emergency), the child's parent/s and the DoCS Helpline (132 111 or 133627). If possible, another staff member should try to observe details such as a description of the person, their transport and the direction in which they are travelling. The details should be recorded in writing. An account of the collection should also be recorded in writing and forwarded to the relevant authorities.

**Children arriving and departing by School bus**

Parents who want their child to travel to and from Preschool by school bus must contact the relevant bus company owner or driver to arrange this transport and complete a Braidwood Preschool Bus Travel form. By signing the form, the parents verify their understanding of:

- the responsibilities of staff and parents outlined in the form;
- the need to contact the Preschool to confirm their child's arrival;
- the need to contact the Preschool if their child will not be attending.

The parents must make arrangements with the bus driver, for the safe arrival of the child into the preschool building, and for the signing of the sign in book.

Parents must also list the bus driver on their child's enrolment form to nominate the bus driver as a person authorised to collect their child.

A list of children who travel by bus will be kept in the office. This list will show:

- the name of the bus run
- the usual bus driver's name and mobile phone no.
- the child's usual days of travel

Attachment: Braidwood Preschool Bus Travel Form

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| Policy updated: May 2014<br>Previous version: May 2013<br>Revision due: May 2016 or as required |
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**Braidwood Preschool  
Bus Travel Form**

I wish to advise Braidwood Preschool staff, that I have made arrangements for my child \_\_\_\_\_  
to travel by bus with \_\_\_\_\_ (“Bus Company”) on the  
\_\_\_\_\_ bus run to the Braidwood Preschool (“Preschool”) as follows:  
(name of the bus run)

to Preschool on the following days:

- |                                 |                               |
|---------------------------------|-------------------------------|
| <input type="radio"/> Monday    | <input type="radio"/> Tuesday |
| <input type="radio"/> Wednesday | <input type="radio"/> Friday  |

home from Preschool on the following days:

- |                                 |                               |
|---------------------------------|-------------------------------|
| <input type="radio"/> Monday    | <input type="radio"/> Tuesday |
| <input type="radio"/> Wednesday | <input type="radio"/> Friday  |

The bus driver \_\_\_\_\_, or \_\_\_\_\_ will:  
(Name) (Name)

deliver and/or collect my child from the Preschool building. In the event the Bus Company has a relieving driver on any day, that driver is also authorised to deliver and/or collect my child for the Bus Company.

The usual driver’s contact number is \_\_\_\_\_.

I understand and acknowledge that:

- my child’s safety during travel to and from the Preschool is my responsibility and I fully release the Preschool from all liability in relation to my child’s travel on the bus;
- Preschool staff are responsible for my child’s care only, during Preschool hours while my child is on the Preschool premises;
- it is my responsibility to contact the Preschool by 10am on each of the above nominated bus days to confirm that my child has arrived at the Preschool on the bus;
- it is **not** the responsibility of the Preschool staff to contact me in the event that my child does not arrive at Preschool; and
- I will notify the Preschool by 9.30am if my child will be absent from Preschool on their enrolled day.

Yours sincerely

(signature)

\_\_\_\_\_  
(print name)  
Ph No/s: \_\_\_\_\_

Date: