

# MILES FRANKLIN PRIMARY SCHOOL

*Achieving Educational Excellence in a Caring Environment*

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Next review: 17/08/24

## **Delivery to and Collection of Children from Preschool Procedure**

### ***On arrival at preschool parents/carers and children:***

- Children wash their hands on arrival
- Ensure that the child's personal belongings (bag, jacket etc.) are stored in the appropriate place and food and water are placed in the designated storage areas
- Handover of relevant information needed for the day (medical information and other needs) and pick up arrangements
- Children make themselves known to the educators at the start of the day before commencing morning routine
- Engage in the morning activities as directed/encouraged by the educators
- A record of attendance is taken every morning and submitted via Sentral

### ***Collection of students from preschool at the end of the session:***

Students can only leave preschool with:

- their parent/carer (where the parent does not include a parent who is prohibited by a court order) or
- an authorised nominee named as an emergency contact by the parent/carer or
- in an emergency via verbal communication with the parent/carer or email sent to the front office or teacher

### ***Late arrivals and early departures***

- Parent/carers who bring students to preschool after the roll has been marked need to make themselves known to staff so that the students can be marked as present and the digital roll adjusted
- Students who are late or being collected early need to be signed out on the digital roll at the preschool or front office
- Late arrivals and early departures will be marked as a partial attendance

## **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/carer (excluding parents who are prohibited by a court order from having contact with the child)
- an authorised nominee named as an emergency contact by the parent/carer or
- in an emergency via verbal communication with the parent/carer or email sent to the front office

During enrolment, it is the responsibility of the Miles Franklin School Front Office staff and Preschool staff to ensure all families have completed the Emergency Contact details in their enrolment form and authorised nominees forms if applicable. It is the responsibility of Preschool teachers to ensure all onsite preschool staff know where to access the information on individual children's pick up arrangements.



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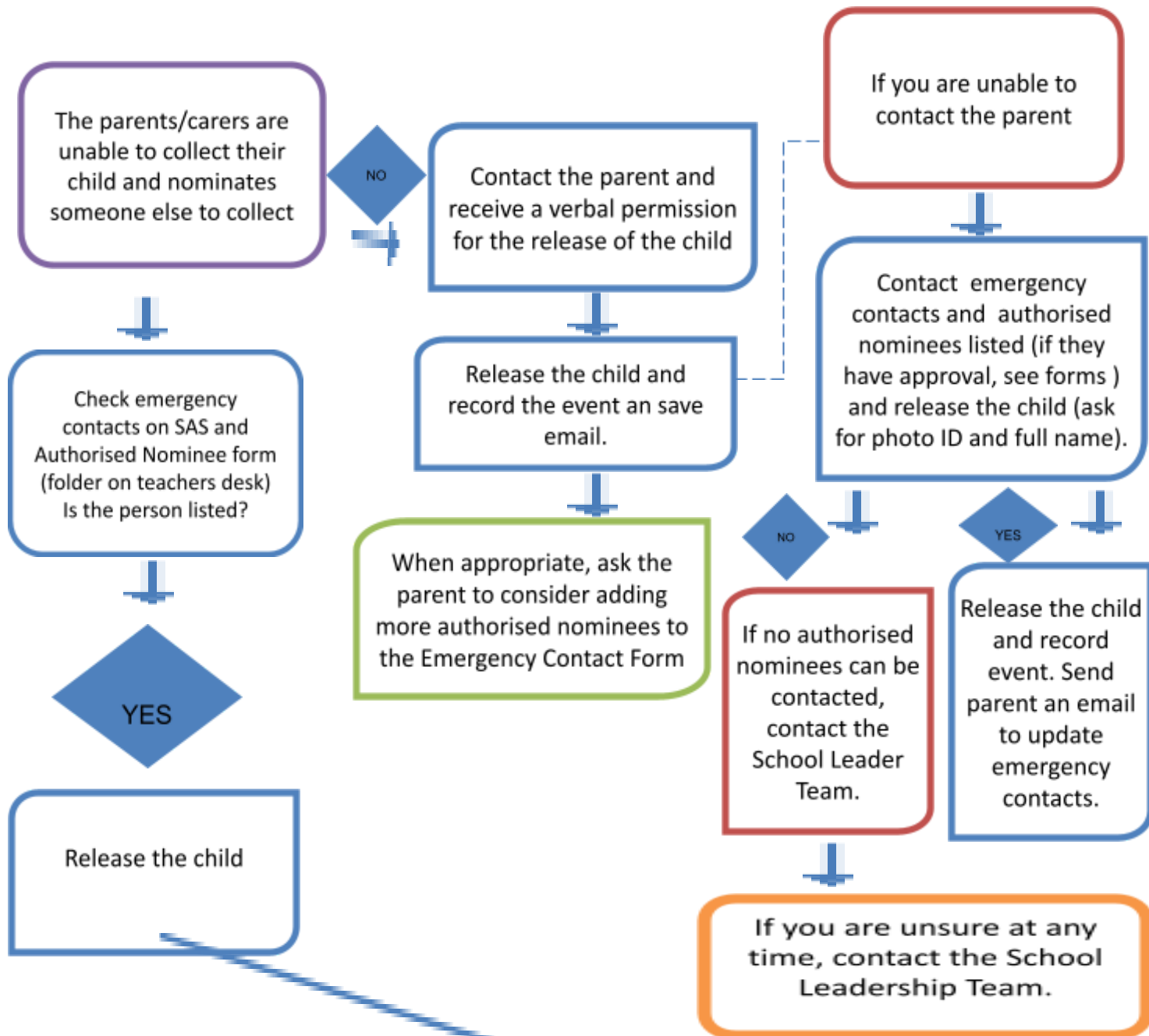


Preschool staff communicate to parents at orientation the requirements that only themselves or authorised nominees and emergency contacts are allowed to collect their children from preschool. If a parent is unable to collect their child from preschool, the following process is to be followed to ensure the Regulations are met.

**NQS: 2.2.1, 7.1.2, 7.1.3**

**Relevant Regulations:** Sections 165, 167 Regulations 99, 161

**Collection of Children**



If a parent fails to collect their child at 3.00pm (is running late) the educator will keep the child at preschool and after a reasonable time has elapsed the child will be taken to the school. The child will be supervised by the leadership team until they are collected and a note will be placed on the window of the preschool informing the parent/carer of the whereabouts of the child.