



Wynn Vale Preschool

Arrival and Collection of Children Procedures

Operating Times:

Monday - Thursday: 8:40 a.m. - 3:10 p.m.

Friday: 8:40 a.m. - 12:55 p.m.

Upon arrival at Preschool:

- Prior to the door being opened, parents / carers complete the sign-in section of the Sign-in / Sign-out book
 - Record the time of arrival
 - Sign their name
 - Indicate who will be collecting the child at the end of the day
- Support their child to write their name on the children's sign-in sheet
- ~~Adults~~ Parents/carers take name tag out of their child's pocket and place it on their child
- ~~Adults~~ Parents/carers take notes (if any) out of their child's pocket
- Families enter the classroom when an educator opens the door
 - The doors will be open at 8:40 a.m. and children can enter the classroom from that time
 - Children hang preschool bags on a hook and organise their belongings (e.g. lunches in the large boxes, fruit snack remains in their bag, library books in library box)
 - Children wash their hands before joining in play
- Parents/carers farewell their child when they are ready to leave
 - Parents/carers are welcome to spend time with their child before leaving
 - If a child is upset or unsettled when their parent/carer is ready to leave, an educator will support the child and help them to settle
 - Children who are upset will be supported to farewell their parent/carer at the "Goodbye Window" prior to engaging in an activity
 - If children are still distressed, educators will continue to provide support and comfort and once settled, educators will contact the parent/carer via Class Dojo to let them know

Once children have arrived at preschool, the gate will be locked for the duration of the day to ensure the safety of all children. The gate will be unlocked prior to dismissal.

At the end of the Preschool session:


- Parents / carers complete the sign-out section of the Sign-in / Sign-out book
 - Record the time of departure
 - Sign their name
- Parents / carers wait outside under the verandah until the Star of the Day opens the door
 - Doors will be open at 3:10 p.m.
 - Educators take off name badges and send the children out to their parent / carer

Important Information:

- If the person indicated in the Sign-in / Sign-out book is unable to collect the child, an enrolling parent/carer needs to phone the preschool and inform the educators of the name of the person who will be collecting their child (Preschool phone numbers are 8289 3915 and 0427 892 897)
 - Educators record the details in the staff communication book and amend the Sign-in / Sign-out book
 - If someone different to the person indicated in the Sign-in / Sign-out book arrives unexpectedly to collect a child, an educator will phone the enrolling parent/carer to ensure that permission is given for that person to collect their child
- The details of anyone with authority to collect a child from the preschool must be recorded on the child's enrolment form
- If someone new is collecting a child, they must produce photo ID on the first occasion
 - Children will not be allowed to leave with that person until the photo ID has been sighted or the child's parent/carer has been contacted to confirm identity
- Parents/carers are requested to inform the preschool if their child will be absent and provide an explanation for the absence (this information needs to be recorded and given to the Department for Education). This can be done in one of the following ways:
 - Inform an educator in person (e.g., holidays or medical appointments)
 - Email the preschool (kylie.till202@schools.sa.edu.au)
 - Phone the preschool (8289 3915 or 0427 892 897)
 - Send a text message to the preschool (0427 892 897)
 - Send a message to Kylie Till via Class Dojo
- If a child has not been collected at the end of the session, educators will contact the person designated to collect the child, the enrolling parent/carer or the emergency contacts, if the enrolling parent/carer cannot be reached
 - Educators often have meetings and other commitments at the end of the day; therefore, it is important that children are collected on time
 - If parents/carers are unexpectedly delayed and will be later collecting their child, they are asked to please phone the preschool on 8289 3915 to inform the educators
- If parents/carers need to collect their child before the end of the session:
 - Advise preschool educators in the morning or phone the preschool throughout the day (this information will be recorded in the staff communication book)
 - If the preschool gate is locked, parents can enter through the school front office and ring the doorbell on the preschool door
 - Parents/carers are to sign their child out in the Sign-in / Sign-out book, indicating the time that the child was collected
- A person authorised to deliver or collect a child must be 18 years or over
- For children attending Out of School Hours Care [OSHC]:
 - OSHC educators will bring the children to preschool in the mornings and sign them in before helping them with the morning routine
 - Preschool educators will help the children organise their possessions at the end of the day and sign them out before taking them to the OSHC building
- If there is a Court order against a particular person having access to a child, a copy of the order needs to be provided by the parent/carer for the preschool records
 - All educators will be notified of the relevant information
 - If there is a contradiction to the notified court orders, preschool educators will request that person leave the site immediately and notify SAPOL where appropriate
 - Staff will contact the custodial parent/carer to inform them of the situation

Reviewed on Friday 30th August 2024

Endorsed by Wynn Vale School Governing Council:

Chairperson Signature: _____ 

Date: 9.9.24

Date for review: **August 2026**
