



## Durack Preschool Drop off and Collection of Children and Children Leaving the Premises Policy

### **Rationale:**

- Preschool age children must be cared for, delivered and dropped off at Preschool and then collected from Preschool by a responsible adult, parent or nominated carer. This policy must be adhered to at all times to ensure the welfare and safety of the children who attend Durack Preschool.

### **Aims:**

- To ensure that the safety of the children is maintained at all times.
- To ensure a child only leaves the Preschool in the care of a parent or nominated carer.
- To ensure regulations regarding children leaving the Preschool are adhered to.

### **Implementation:**

- Parents of students attending Durack Preschool will be made aware of this policy
- Parents will be made aware that children are required to be in the care of a parent or nominated carer prior to beginning the Preschool day.
- A formal process of recording 'Authorised Nominees for the Collection of Students' will be adhered to and maintained.
- 'Authorised Nominees for the Collection of Student's' documents are kept in a prominent and easily accessible place for use by staff.
- An excursion that requires the child to leave the Preschool premises will require a parent to sign the relevant excursion forms stating where and when and with whom the child will be leaving the Preschool premises.
- A child may leave the Preschool premises for the purpose of that child requiring emergency medical care, ambulance care or treatment.
- A child may leave the premises of the Preschool for the purpose of an emergency evacuation in the care of the staff of the Preschool. Emergency evacuation procedures will be in place as per our Emergency Evacuation policy.

### **Evaluation:**

- This policy will be reviewed annually.
- Family and staff feedback will be considered in the review process.
- Changes to legislation, regulations and NQS will be considered.

Date: February 2014

Review Date: February 2015