

## Barlu Kurli Preschool Procedure



### Delivery and collection of children

Reviewed: Feb 2019

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	<a href="#">Preschool Handbook</a> reference	School policy or procedure, where applicable
<p><u>Regulations 168(2)(f)</u></p> <p><u>Regulation 99</u></p>	<p>The <b><u>Preschool – Obtaining parents’ authorisation and consent procedure (PDF 118.09KB)</u></b> document provides guidelines to department preschools to ensure that the mandatory authorisations are obtained from families</p> <p><b><u>Application to enrol in a NSW government preschool</u></b></p>		

#### Introduction

At Barlu Kurli Preschool, one of the ways educators create and maintain connections with the community is through our pick-up and drop-off service. This helps many children access preschool and is an integral part of the service. Families are welcome to use this service or pickup and drop off their children directly with the service by alternative means. It is the shared responsibility of staff and families to ensure the safe arrival and departure of the children and the completion of required documentation. Practical and safe arrivals & departures will promote a smooth transition between home and preschool and confirms children’s presence or absence from the service along with their safe care and custody.

## Our Aim

*Barlu Kurli Preschool will:*

- Ensure the safe and documented arrival and departure of children to and from the Preschool;
- Support children in settling into the service each day and experience quality education and care through continuity of educators and positive interactions within the Preschool.
- Acknowledge that children are sometimes taken home to different family members, so educators need to think creatively about how to share the [Kids and Traffic Key Road Safety Messages](#) with extended families and other carers.
- Understand how crucial it is to help **all** the adults in children's lives understand and use important road safety messages.

## Implementation: The Principal will ensure:

1. Every day, a minimum of two Preschool based educators, with at least one being teacher qualified, along with the bus driver, transports up to 20 children aged 3-5 years to and from their homes or pre arranged alternative pick-up and drop-off location, to Barlu Kurli Preschool.
2. The preschool bus is fitted with [child car seats appropriate for the age and size of each child](#). At Barlu Kurli Preschool we use the [guidelines for safely transporting children in buses](#) to make sure we are following legislative and best practice requirements.
3. Ensure the contracted bus driver appreciates that safe travel practices with young children is the responsibility of all adults and the bus driver has a special obligation to Preschool children, the most vulnerable of passengers and pedestrians.
4. At Barlu Kurli Preschool we ensure any designated bus driver has read the **LOCAL PROCEDURES FOR DELIVERY AND COLLECTION OF PRESCHOOL STUDENTS – BUS**

**TRAVEL GUIDELINES (See Appendix 1)** and has a deep understanding of the implications for their practice, as [young children's behaviour can be a challenge](#) (PDF 166 kb) to families. Sharing the [Kids and Traffic Key Road Safety Messages with children](#) (PDF 170 kb) and [with all the adults](#) (PDF 250 kb) in children's lives can help keep them safe – as passengers, pedestrians and at play.

5. The bus starts the morning pick up at 9am and drop off in the afternoons at 2pm.
6. Families bringing children by alternative means can drop off anytime after 10am in the morning and are required to collect their child before 2pm.
7. A record of attendance, taken on the bus and kept in the foyer at the Preschool, includes full name of each child attending, arrival and departure times, and signature of the person who delivers and collects the child or the nominated supervisor or educator.
8. The record of attendance will be stored on site for three years, and kept until the child reaches 25 years of age.
9. A child will leave the Preschool only with a parent, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.)
10. Staff members of Wilcannia Central School, with children enrolled at Barlu Kurli Preschool, are able to make arrangements to ensure their child is dropped off to Preschool no earlier than 8:55am and collected no later than 3pm, before accepting their application for enrolment.

**The Educators will:**

1. Before commencing each journey and after each stop to pick up a new child, make sure that all children are safely buckled up on their journeys to and from preschool.
2. Review the Sign In and Out Sheets. Where parents or authorised persons have not signed in a staff member will note that the child is in attendance. Families will be reminded to complete this record.

3. Ensure that two staff members verify all children have been signed out of the Preschool. If a child is not signed out educators/ staff members will check all areas of the Preschool to ensure no child remains and/or phone and check with parent as to who collected the child. This will be confirmed via a statement by the educators on the Sign In/Out Sheet.
4. Request a 'written permission' from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the Preschool. Permission for new 'authorised person' is allowed over the phone where written permission is not a practical option considering timeframes for pickup and drop off. In this circumstance, educators make note of the call details, adding signature and time received and storing on child's file. The office is notified as soon as practical, to update the child's digital record.
5. Consider any child not collected by 2pm, to be requiring the bus drop off service on that day and is delivered to their usual place of residence.
6. Educators to allow a child to leave the Preschool or be dropped off by the bus, only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children at the Preschool. Our Child Protection Policy will be enforced at all times and appropriate authorities notified as necessary.
7. Embed [Kids and Traffic Key Road Safety Messages](#) in the Preschool program.
8. Share the *Kids and Traffic* '[Key Road Safety Messages for adults](#)' with families and other carers at our Preschool.

**Families/family member or delegated authority will:**

1. Sign each child in and out of the Preschool upon arrival and at the time of departure, (either on bus or at the service directly) on the class Sign-In/Sign-Out Sheets with a full signature.

2. For bus pick up and drop off, be ready at their letterbox location or nearest approved bus stop (child's nominated household) to escort and greet their child directly at the door of the bus at their designated time on the bus run.
3. Remain contactable whilst their child is at the preschool.

## **Section 2: Arrival and Departure *Experience* for the Child and their Family**

### **The Principal in collaboration with the Preschool teacher will ensure that:**

1. On orientation and on the first day of enrolment, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that sign-in sheets will be used for emergency evacuations and need to be completed by families both on bus pickup, drop off and on direct arrival and departure from the service.
2. Develop rosters to provide for continuity of care for the children throughout the day, which extends to the bus service.

### **Educators and staff will:**

1. Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
2. Greet families and find out about the child's needs for the day.
3. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
4. Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.

### **Families/family member or delegated authority will:**

1. Communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a

known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child.

## APPENDIX 1



### BARLU KURLI PRESCHOOL

#### LOCAL PROCEDURES FOR DELIVERY AND COLLECTION

#### OF PRESCHOOL STUDENTS – BUS TRAVEL GUIDELINES

*These local procedures relate to the delivery and collection of pre-school students in the Barlu Kurli Preschool, Wilcannia Central School.*

**Authors:** Mrs Annette Cam Executive Principal

Ms Jessica Townsing, Preschool Teacher

***Audience for procedures:*** All Preschool staff; bus drivers

#### **Documents relating to these procedures:**

1. Preschool Procedure (f) Delivery and collection of children
2. Kids and Traffic Key Road Safety Messages for all the adults in a child's life
3. Child Development and road safety
4. 'Choose right buckle right' to help keep your child safe in the car
5. Kids and Traffic Key Road safety Messages for adults to share with young children

## 6. Information for Children's Services on transporting children in buses

### **Remember:**

- The safety of each child is the top priority for all staff involved in the preschool.
- It is important that each adult who works in connection with the preschool understands and follows each aspect of the DoE and school policies.
- Failure to follow these policies and procedures could lead to injury of a child. By law, the Principal is required to report each incident or injury to the NSW DoE immediately.
- Failure to follow required policies and procedures can lead to the closure of the preschool.

In addition to the information contained in the accompanying 'Preschool Procedure' document, the following rules must be observed:

1. All students are to be in their seats with their seat belts fastened prior to the bus moving off.
2. All staff are to be in their seats with their seat belts fastened prior to the bus moving off.
3. Before the driver sets off, the Teacher-in-Charge is to give the instruction: "We're all safe. Driver you can leave now." Once this is given, the driver can drive off.
4. The bus driver is NOT to drive off until given the all clear by the Teacher-in-Charge.
5. There is a defined route to be followed by the bus driver. This ensures that parents are aware of what time their child will arrive home. The Teacher-in-Charge will provide a map of the route that must be followed by the driver.
6. The Teacher-in-Charge is the only person who can authorise a deviation to this route.
7. Stops for delivery of children are to be those previously organised between the parent and Teacher-in-Charge. Any variation to these stops are at the direction of the Teacher-in-Charge and no other school personnel or community member.
8. No adults other than the bus driver, the Teacher-in-Charge, the SLSO or AEO, or teachers at the direction of the Principal, may travel on the bus. This includes

parents or community members. The exception to this is when parents or carers of preschool children are invited to the school to participate in an educational program under the direction of the Teacher-in-Charge.

9. Any parent communication documents are to be kept in the Preschool bus bag. These documents are confidential and the only access to them is by the Teacher-in-Charge or staff under her direction.

*Any concerns with behaviour of students, parents or staff in relation to this policy and procedure are to be reported to the Executive Principal promptly.*

*User guide for reviewing and updating this LP - Some points to address are;*

- What information is included on the arrivals and departures register?
- What is the procedure for situations when families forget to sign their child in or out?
- What are the procedures for when a parent is late collecting their child?
- What are the procedures for situations when a parent leaves a child in the preschool playground unaccompanied before 9:00?
- Who is responsible for checking the premises at the end of the day to ensure no child has been left, and how is this check documented?
- How are all educators are made aware of each child's *authorised collectors*?
- How is it recorded when a parent gives verbal advice that a new or *unauthorised* person is to collect their child on a particular day?
- Procedure for checking an unknown person's ID to confirm their identity