



Hughes Primary School

Learning for Life



Groom Street Hughes ACT 2605
Telephone: 02 6142 0730 Facsimile: 02 6142 0747
E-mail: info_hughesps@ed.act.edu.au
Website: <http://www.hughesps.act.edu.au>

Delivery and Collection of Children at Preschool Procedure

On arrival at preschool parents/carers and children:

- sign in (through placing their laminated name label on drink bottle)
- ensure that the child's personal belongings (bag, jacket etc) are stored in the appropriate place and food is placed in the designated basket
- go directly to the children's toilets to wash the child's hands
- make themselves known to the educators to allow them to be greeted and welcomed into the preschool
- engage in the morning activities as directed/encouraged by the educators.

Parents/carers may need to:

- provide educators with medication to be administered during the day. It is the responsibility of the educator to ensure the parent/carer has signed the relevant section of the Medication Record. Educators will place this information on the child's record
- provide educators with details about alternate arrangements for collection of their children etc or to request a time to discuss issues or concerns. It is the responsibility of the educators to ensure a mutually convenient time can be found to discuss any issues or concerns.

Late arrivals and early departures

- Students who arrive after the roll has been marked will be marked on Sentral as attending at this time.
- Students who are being collected early need to be signed out through Sentral.



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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 (excluding parents who are prohibited by a court order from having contact with the child)
- is collected by an authorised nominee named in the child's enrolment record
- is collected by a person authorised by a parent or authorised nominee who has previously been named in the child's enrolment record
- leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee

This procedure is not followed in the case of:

- an authorised excursion
- the child requiring medical, hospital or ambulance care or treatment
- another emergency

During enrolment, it is the responsibility of the Hughes Primary front office staff and preschool educators to ensure all families have completed the Emergency Contact Form including names and contact details of authorised nominees. It is the responsibility of preschool educators to ensure parents are made aware of the requirement that only themselves or authorised nominees are allowed to collect their children from preschool.

The establishment of the Before and After School Program for preschool children is a welcome addition to Hughes Primary School. When parents enrol their child in this program they authorise the provider to deliver and/or collect their child from the preschool premises, supervise them as they walk to or from the school and then begin the program in the school hall. Families are given this information and procedure when accessing the program and all families are able to access this information from the preschool itself or from the school website. The Before and After School Program use a designated Sign In/Out Book to ensure an accurate record is kept on site. Collection procedure follows.

If a parent is unable to collect their child from preschool, or collection is refused, the following process is to be followed to ensure Regulation 99 of the National Quality Standard is followed:





