



# Noarlunga Downs Preschool

## Delivery and Collection of Children Procedure

### Preschool Session Times

**Monday:** 8.45am – 11.15am  
**Tuesday:** 8.45am – 3.00pm  
**Thursday:** 8.45am – 3.00pm

### Procedure

At the beginning of each day we ask that parent's support their child to get ready for the day. If your family arrives early the parent will need to remain with their child playing outside until the beginning of the session. Before leaving your child please ensure a educator has acknowledged your child's arrival at preschool. If your child may become upset, please let a staff member know before so they can support your child and the transition.

Each day your child needs to be signed in and out of preschool.

If there is going to be a change in the collection routine for your child, please let a staff member know and record the change alongside your child's name on sign in sheet. For example: If a parent has an unavoidable need to leave their child before the start of the preschool session or pick them up late, please let an educator know in advance so they can try to accommodate this need.

In the interest of safety for your child we are unable to release children to any person who you have not given collection authority. If educators do not know the person collecting your child by sight, the person will be asked to produce photographic identification to confirm their identity e.g. a driver's license. Please ensure you notify any person who may collect your child of this requirement to avoid confusion.

It is important to know the beginning and end of the days are busy times at the gate and children can easily slip through the gate unaccompanied by a parent/adult. Please ensure you only allow your child through the gate with you. Do not assume that the child between you and the next parent coming is necessarily related.

If a child has not been collected by the parent/caregiver at the end of the session the Preschool teacher will escort the child to the front office where they will be supervised until collection.



**Government of South Australia**  
Department for Education



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**Approved by:** Approved by Governing Council

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**Sourced:** Staff, families, and the community, Children and Young People (Safety) Act 2017

**Next review date:** October 2025



**Government of South Australia**

Department for Education