**Granville Public School Preschool**

**Procedures for Delivery of Children to and Collection of Children**

The Education and Care Services National Regulations (regulations 99 &158) require that staff pay attention to the arrival and departure of children in the preschool to ensure their safety.

*At Granville Public School Preschool:*

* The preschool opens at 9.00am and children cannot be brought to the preschool prior to this. Departure time is 2.55pm. If a child is to be picked up earlier, staff are to be notified.
* Children are to be brought to the preschool and signed in by a person over the age of 18. When the child is being collected from the preschool the adult needs to be authorised either previously in writing or verbal consent has been given by the parent.
* Children are not to be left in the preschool grounds without adult supervision.
* At the end of each day, two staff members check all areas to ensure that no child remains on the premises and record this daily.
* An arrival and departure signing in/signing out book is kept and is signed by parents or person with authorisation, when delivering or collecting a child.
* The signing on/signing out book is stored on site for three years and kept until the child reaches 25 years of age.
* On arrival children apply sunscreen and antibacterial hand gel. (Sunscreen applied in September through to May).
* At departure children apply antibacterial hand gel and wait in the room until such time they are collected by an authorised adult.