



# Hendon Preschool

## Arrival and Departure Guidelines

### Quality Area 2 – Children’s Health and Safety

- Parent or guardian must bring children into Preschool and report arrival to educator (or have educator acknowledge arrival of child).
- Parent to “sign in” and “sign out” on the Attendance Sheet on arrival and pick up of child.  
\*\*\*see below
- If someone other than the regular pick up person is to collect a child:
  - Parent/guardian to notify an educator, this will be written in the “diary/communication book” by the telephone in the office.
  - Parent or guardian may telephone the preschool to give details of who is to collect child. Educator to record in the “diary/communication Book” by the telephone in the office
  - Photo ID will need to be presented if the adult is unknown to educators
- Child will not be handed over willingly unless prior notification is given – educator to phone parent or guardian for confirmation before allowing child to go.
- Any parenting/custody orders must be up to date and current and all educators must be briefed on such issues and orders
- Covid-19 – We will follow guidelines set down by SA Health and the Department for education.

**\*\*\* April 2020 – Children are signed in at the preschool gates into the care of educators. In the afternoon children will be signed back to the parent/caregiver. Staff will wear masks during this time**

### Monitoring, Evaluation and Review

This guideline has been developed by Hendon Preschool. It will be reviewed and evaluated regularly by educators and modified as required to ensure continued relevance for Hendon Preschool.

This guideline will be reviewed by all permanent/contract educators upon commencement at Hendon Preschool and when changes are made. It will be available for all Relief Educators near the Visitor Sign In Sheet.

Review as required to ensure continued relevance for Hendon Preschool.