

## **Caroline Chisholm School- Chisholm Preschool Unit End of Day Procedures**

At Caroline Chisholm Preschool Unit, we place the well-being and safety of the children in our care as a priority. To ensure that no child remains unsupervised on premises staff will:

1. Walk through and visibly check all rooms from each doorway using the 'look and listen' technique
2. Use the 'Look and listen' technique to check the outdoor play areas
3. Switch off electrical appliances including heaters, air conditioners are set to a timer
4. Ensure that all water fixtures are not dripping
5. Shut window and close/lock internal and external doors as required
6. Alarm is set when cleaners finish their duties

### **End of Day Procedure-Collection of Children**

- When leaving the preschool prior to 2.45pm (or arriving after 9.10am), children must be signed out (or in) by an authorised nominee using the record sheet
- In the event of an emergency evacuation or lockdown, the late arrival and early departure registers, as well as the class rolls (SAS), are used to ensure all children at the preschool are accounted for
- If children are found not to be signed out, and a staff member is aware that the child left the preschool; earlier than 2.45pm, parents will be reminded by staff on return to the preschool that they must sign the child out. If a child is not returning for the remainder of the week, the family will be contacted on the child's next day of preschool to be reminded of the importance of signing the late arrival/early departure register
- If it is discovered that a child is not on the preschool premises, not signed out, and staff are not aware of their departure, the family will be contacted immediately to confirm the child's whereabouts. If the child is not in their care, the preschool will seek immediate advice from the principal, Police and contact the Office for Schools who will contact the Children's Policy and Regulation Unit
- Unless otherwise stated by the parent/guardian of the child, staff will not release a child to anyone else except those nominated on the Childs Enrolment Form or Authorisation to collect my Child Form
- Families must advise staff in the front office and preschool if someone else is collecting their child. Staff will also request a form of photo identification to check against the child's enrolment form.
- In an urgent situation (e.g. car breakdown, illness of a parent) it may be necessary for the parent to notify the preschool that another person will collect their child other than those nominated. If this occurs, educators will need to see photo identification of the person before releasing the child and families must complete an authorisation form on the next day of their child's attendance
- If a child is not collected by 3.10pm, a call is made to the families. If the family is not contactable, the child is taken to the school front office for supervision while ongoing effort is made to contact the authorised nominee

Reviewed April 2021