



O'Connor Cooperative School

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Procedure: End of Day

At O'Connor Cooperative Preschool, we place the wellbeing and safety of the children in our care as a priority. We will ensure:

- No child remains in the premises before locking up. Staff will walk through and check all rooms and outdoor areas using the 'look and listen' technique.
- Electrical appliances are switched off
- Water fixtures are not dripping
- Windows are shut and internal doors closed/locked as required
- Alarm is set

End of day procedure:

- When leaving the preschool prior to 12.45pm (or 11.45am on Thursdays), or arriving after 9.15am, children must be signed in/out at the front office by an authorised nominee using the student sign in/sign out register
- In the event of an emergency evacuation or lock down, the late arrival and early departure registers, in addition to class rolls, 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 12.45pm (or 11.45am on Thursdays), parents will be reminded by staff on return to the preschool that they must sign their 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 a child is not in the preschool premises, not signed out and staff are not aware of their departure, the family will be contacted immediately to confirm their 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 advised by the parent/guardian of the child, staff will not release a child to anyone else except those nominated on the Child's Enrolment Form
- Persons under the age of 16 are not permitted to collect children from the preschool, unless they are the parent of the child that they are collecting
- Families must advise Preschool staff if someone else is collecting their child. Staff will then request a form of photo identification, to check against the child's Enrolment Form
- In an urgent situation (eg: car breakdown, illness of a parent etc.) it may be necessary for the parent to notify the preschool that another person will collect the child, other than those nominated. If this occurs, O'Connor Cooperative Preschool 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
- Original copies of authorisation forms must be stored in the student record