



Arrival & Departure

This policy relates to the arrival and departure of children at Kangaroo Valley Pre School. It is the responsibility of staff and families to ensure the safe arrival and departure of children at the preschool and the completion of statutory documentation. Practical and safe approaches will promote a smooth transition between home and the centre and confirm children's presence or absence from the service. This ensures a child's arrival and departure at the service continues their safe care and custody.

Aim

- To ensure the safe and documented arrival and departure of children at the education and care setting;
- To support children in settling into the pre school each day and experience quality education and care through continuity of educators and positive interactions within the community of the service.

Arrival & Departure Strategies:

- A record of attendance, the "sign in / sign out" register is kept at the centre. It includes the full name of each child attending, arrival and departure times, the signature of the person who delivers and collects the child or the nominated supervisor or educator. The register is located in the sign in area at the entrance to the pre school building.
- A roll book is kept in addition to the "sign in / sign out" register.

*Responsibility of: **Approved provider or delegated authority.***

- A child will leave the centre only with a parent, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.) Authorised nominees are recorded on each child's enrolment form. Parents are to inform us if there are any changes to the authorised nominees. An authorised nominee must be eighteen years of age or older.

*Responsibility of: **Approved provider or delegated authority.***

In addition to these records the responsible person will:

- Review the **Sign In and Out Sheet**. Where parents or authorised persons have not signed in, a staff member will note that the child is in attendance. Families will be reminded to complete this record.



- Ensure that two staff members verify all children have been signed out of the centre. If a child is not signed out educators/ staff members will check all areas of the centre to ensure no child remains. This will be confirmed via the **Statement on the Sign In / Sign Out Sheet**.
- Request a 'signed authority to release' form from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the service. In an emergency, a parent may inform the pre school via means such as telephone of a new authorised nominee. The identity of the parent must be known to the pre school staff & verified and the nominee will be asked for identification if they are not known to the pre school staff.
- Allow a child to leave the centre only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children in the care and education service.

It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances

Families / family member or delegated authority will:

- Sign each child in and out of the service upon arrival and at the time of departure, on Record of Attendance with a full signature.
- Remain responsible for their child whilst they are on the pre school premises.

Arrival and Departure - The Experience for the Child and Family

The responsible person will:

- On orientation and on the first day of enrolment, remind families that all children need to be signed in and out as a part of regulatory obligations. Families will also be informed that sign in sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
- Develop rosters to provide for continuity of care for the families and children throughout the day.

Educators and staff will:

- Set the environment with familiar areas for children to enjoy when they are settling into pre school. Changes in the environment will be discussed to promote consistency and to help children feel secure in their setting.
- Greet families and find out about the child's needs for the day.



- Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
- Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.

Families/family member or delegated authority will:

- Communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child.

Evaluation

Arrival and departure times encourage families to interact in the pre school environment, build relationships, open communication networks and ensure the safety of children when being delivered and collected from the service.

References:

Community Child Care Co operative – “Arrival & Departure” sample policy. www.ccccnsw.org.au

Department of Education, Employment and Workplace Relations www.deewr.gov.au

Statutory Legislation & Considerations

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011 (99, 158, 168(2)f)

Family Assistance Law