



Date Adopted

May 2015

Review Date

May 2016

#### Relevant Legislation & Standards

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

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

National Quality Standard: 2.3.2

#### Aim / Policy Statement

The safe arrival and departure of children at Goulburn Pre-School is a shared responsibility with staff, educators and families.

#### Goals

At Goulburn Pre-School we will:

- Support and ensure a safe and documented arrival and departure at Pre-School;
- Support children and families in the process of settling in at Pre-School each day through the continuity of educators, caring and supportive interactions and positive communication within the Pre-School community.

#### Strategies

##### ***The Approved Provider and Nominated Supervisor will:***

- Maintain records of attendance (sign in/ out sheets) that includes the full name of each child attending, arrival and departure times, signature of the person bringing and collecting the child or the educator if required;
- Ensure a child will only leave the centre with a parent (unless court order exists), authorised person (as on enrolment form), as part of an authorised excursion or in the case of a medical emergency.
- Ensure all authorised persons are over the age of 18 years.

##### ***In addition Goulburn Pre-School staff and educators will:***

- Review the sign in / out sheets throughout the day. Where a parent or authorised person has not signed in / out, a staff member or educator will note the child's attendance or collection (and by whom). Families will be reminded to complete these very important records.

- Ensure a minimum of 2 members of staff check that ALL children have been signed out at the end of each day. If a child has not been signed educators and staff will double check all areas of the service to ensure no child remains AND contact the parent to verify collection.
- Request written authorisation for the release of any child prior to allowing the child to depart the Pre-School. Where there is an emergency case for collection, phone permission maybe accepted with the full name and relationship to the child provided. Identification will need to be provided prior to collection and a copy taken for records. Written authorisation will need to be completed as soon as possible by the parent.
- Only allow a child to depart the Pre-School with an authorised person who appears to be able to appropriately care for the child. Educators and staff will always act in the best interest of the safety and wellbeing of a child, themselves and the other children at Goulburn Pre-School. Staff and Educators will support families to seek an alternative person to collect and care for the child if required.
- Other information or requests to see families may also be communicated through the sign in and out sheets.

***Families and Authorised People will:***

- Sign each child in and out of Goulburn Pre-School at arrival and departure with a full signature.
- Remain responsible for their child whilst on the premises upon arrival and departure for their child.

## Arrival and Departure - Implementation

- At orientation and on the first day of attendance, families will be reminded that they are required to sign their child in upon arrival and out upon departure as a legislated requirement and as part of the safety and well being of their child. Families will be informed the sign in and out format forms an important part of our emergency evacuation process.
- Consistency in the staffing of each classroom and routines will support families and children in feeling secure within the Pre-School setting and having familiar contact upon arrival.
- Learning areas will be inviting and familiar for the children when settling into the Pre-School day. Changes to the environment will be supported and introduced by educators in collaboration with the children.
- Families and the children will be welcomed each day and opportunity provided for any discussions about care needs, special family happenings or information.
- Families and children will be supported to settle into an activity before saying goodbye for the day. Individual needs will be supported and collaboration with families supported.
- Families are welcomed at the end of each day by educators and information about the child's day shared. Children will be encouraged to share their own experience of the day. Parents are notified of any accidents, medication or other relevant information.
- Families are requested to share and communicate any changes of routine, information relating to authorisations, changes to the collection of their child, attendance and completing the required authorisations on time. This supports the staff and educators in ensuring the safety and wellbeing of each child.

## Evaluation

Arrival and departure times at Goulburn Pre-School are smooth and a collaboration between staff and families. It is an opportunity for open communication, sharing of information and building relationships. Effective procedures for arrival and departure times result in the safety and well being of all children.

## Resources and Attachments

- Community Child Care Co-operative – Draft Policies

### Links to other Policies and Procedures:

- Sign in and Out sheets
- Child Protection
- Staff Code of Conduct
- Confidentiality
- Enrolment and Orientation / Enrolment Form
- Medical Conditions Policy – Medication Form
- Acceptance and Refusal of Authorisations