

## ARRIVAL and DEPARTURE POLICY

Reviewed Feb 2020

### INTRODUCTION

This policy relates to the arrival and departure of children within the preschool setting. It is the responsibility of educators, 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 preschool, assure the completion of the required records each day and confirm children's presence or absence from the preschool. This ensures a child's arrival and departure at the preschool continues their safe care and custody.

### GOALS

The preschool will:

1. Ensure the safe and documented arrival and departure of children each day.
2. Support children in settling into the preschool each day and experience quality education and care through continuity of educators, and positive interactions within the community of the preschool.

### STRATEGIES

1. A record of attendance, kept at the preschool, includes the full name of each child attending, date, arrival and departure times, and the signature of the person who delivers and collects the child or the Nominated Supervisor or educator.

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

2. A child will leave the preschool 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.)

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

In addition to these records:

The responsible person will:

1. Review the **Sign In and Out Sheet** by 10am each morning. Where parents or authorised persons have not signed in, a staff member will sign that the child is in attendance. Families will be reminded to complete this record.
2. Ensure that two staff members verify all children have been signed out of the preschool each day. If a child is not signed out educators will check all areas of the preschool to ensure no child remains.
3. Request a written signed authority from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the preschool. If an emergency situation arises, a phone call [verbal authority from child's parent or existing authorised person(s)] informing the preschool of a change of authorised person for that day only, will suffice. Details of time, date, name and phone number of additional person must be taken and entered in the child's enrolment form, in the Emergency Contacts section.

4. Allow a child to leave the preschool 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 preschool.

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:**

1. Sign each child in and out of the preschool upon arrival and note the time of arrival and departure, in the Attendance book with a full signature.
2. Remain responsible for their child whilst they are on the preschool premises.

**ARRIVAL AND DEPARTURE**

**The responsible person will:**

1. 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 and funding obligations. Families will also be informed that sign on sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the preschool.
2. Develop staff rosters to provide for continuity of care for the families and children throughout the day.

**Educators and staff will:**

1. Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
2. Greet children and families and find out about the child's needs for the day.
3. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
4. 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 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 environment, build relationships, open communication networks and ensure the safety of children when being delivered and collected from the preschool.

**Relevant Links to the National Quality Standard (NQS):**

NATIONAL QUALITY STANDARD			
	Concept	Descriptor	
QA2		Children's health and safety	
2.1	Health	Each child's health and physical activity is supported and promoted.	
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.	
2.2	Safety	Each child is protected.	
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.	
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.	
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.	

### Education and Care Services National Regulations:

99	Children leaving the education and care service premises
158	Children's attendance record to be kept by approved provider
168	Education and care service must have policies and procedures

### Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010.
- Education and Care Services National Regulations 2011.
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000.
- Family Assistance Law.

### Sources

Department of Education, Employment and Workplace Relations [www.deewr.gov.au](http://www.deewr.gov.au)