



Arrival and Departure

Policy Statement

Castle Hill Pre-School recognises the need for a safe and smooth transition between home and preschool and the completion of statutory documentation.

Goals

- The preschool will promote a happy and relaxed atmosphere linking preschool to the home environment.
- To ensure a safe and documented arrival and departure of children at preschool.

Strategies

How will it be done?

1. A record of attendance, kept at the centre, includes full name of each child attending, arrival and departure times, signature of the person who delivers and collects the child or the nominated supervisor or educator.
2. 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.)
3. At the end of the day Educators will supervise children within the room and will only be allowed out of the door when an authorised person has arrived to collect them.
4. Parent/Carer or authorised person will sign each child in and out of the preschool upon arrival and at the time of departure, on Sign In/Out Sheet with a signature.
5. Educators will review the **Sign In and Out Sheets**. Where parents or authorised person have not signed in a staff member will note that the child is in attendance. Families will be reminded to complete this record in the afternoon.
6. Daily two educators from each room will 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/Out Sheets**.

Verification

- Educators will be responsible for ensuring that children are collected only by an authorised person.
- If unknown to educators, enrolment records held in the Directors Office shall be checked.
- Identification of authorised carer will be verified by Educators. (ie drivers licence, passbook, Medicare card)
- If any discrepancies, Educators will contact the parents and the child will remain with Educators within the room.



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7. According to the Educators Duty of Care, a child will only be allowed to leave the centre with an authorised person who is over 18 years of age and is not under the influence of legal or illicit substances and is able to appropriately care for the child.
8. Families will notify in writing any changes to who is authorised to collect their child. In an emergency situation an email can be sent to the centre prior to collection or a phone call with a minimum of two educators listening. The file must be updated the next day of attendance.
9. The verification must be documented and signed by a parent the next day of attendance.
10. Parent/Carer will remain responsible for their child whilst they are on the preschool premises.

Arrival and departure – the family experience.

Arrival

- Children and their parents/carers arrive at the centre. The doors/gates are closed until 9.00am
- Parents sign in their child on the Sign In/Our Sheets outside the entrance to each room.
- Parents are required to inform staff in advance if some one other than the parents will be collecting the child. This is done by completing the authorisation to collect on the enrolment form and advising preschool in writing.
- Children, assisted by their parents, unpack their belongings when the doors are opened.
- Children and parents enter either the playroom or playground depending on summer/winter program.
- Parents should communicate any information that is relevant to the child for that day at this time (eg medication)
- Parents/Carers are welcome to participate in an experience with their child before leaving.
- Parents say goodbye to their child and signal to the staff they are leaving.
- When the “Kiss and Wave Zone” is in effect, parents/carers will sign their children at the gate entrance. Children will then unpack their bags by themselves, monitored by educator. If parents/carers arrive late, they need to follow normal procedures and bring their child inside the preschool.



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Departure

- Parents/Carers are encouraged to collect children from 2.30pm.
- Families will communicate any change of routine to Educator at time of arrival ie. time of collection, different authorised person collecting and completing of documentation. If the person who is collecting the child is unknown to educators, identification will be needed.
- Parents/Carers help children gather their belongings and pack their bags.
- Parents/Carers sign out their child on the Sign In/Out Sheets outside the entrance to each room.
- Children and parents/carers say goodbye to educators and fellow classmates.
- At no time is a child allowed out the gate unless under the supervision of the person who has signed them out.
- After 3.00pm, children who have not been collected will sit together on the group mat with a book/toy with an educator.

Evaluation

Arrival and departure times of children should be a smooth transition from home to preschool, where families/educators have positive interactions.

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

Link to National Quality Standard 2.3.2

Educators Duty of Care

Castle Hill Pre-School Kindergarten Inc. Enrolment Forms