

ARRIVAL and DEPARTURE

Reviewed May 2023

INTRODUCTION

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 all statutory documentation. Practical and safe approaches promote a smooth transition between home and the preschool, assure the completion of the required records each day, confirm children's presence or absence from the preschool, and ensure children's continuous 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, (via the OWNA App), 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 of 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.

The Responsible Person will:

1. Review the **Attendance Record on OWNA** by 10am each morning. Where parents or authorised persons have not signed in, the Director or Responsible Person will sign that the child is in attendance.
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, and then the Director or Responsible Person will sign them out for the day.
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 Nominee for that day only, will suffice. Details of time, date, name and phone number of the additional person must be taken on the 'Additional Authorised Nominee form' and attached to the child's enrolment form, in the Authorised Nominee section.
4. Allow a child to leave the preschool only with an Authorised Nominee 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 Nominee is unable to appropriately care for a child based on the individual case and circumstances presented.

Families/family member or Authorised Nominee will:

1. Sign each child in and out of the preschool upon arrival with use of their unique PIN code, and note the time of arrival and departure, via the OWNA App on tablets in the foyer, 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 attendance records will be used for emergency evacuations and must be completed by families both on arrival and on departure from the preschool.
2. Develop staff rosters to provide for continuity of care for children throughout the day.

Educators and staff will:

1. Set the environment with familiar areas for children to enjoy when they are settling into preschool. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their preschool 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 and assist with separation for both adults and children;
4. Welcome families at the conclusion of the day and communicate with them 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 either verbally or via the OWNA App.

Families or Authorised Nominees will:

Communicate any changes of the child's routine with educators. This communication may include information about medication, a change of family 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 changes can be made in the OWNA App at the time of sign in, or verbally to an educator. An educator receiving this information will note it in the room's Communication diary to ensure the information is known by all room educators to ensure the safety and wellbeing of each child.

EVALUATION

Arrivals and departures at preschool allow time families to interact in the environment, build relationships with other families, open communication networks and are organised in such a way to 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