



Arrival and Departure Policy

Introduction:

A duty of care exists at all times a child attends Toukley Preschool. It is the responsibility of staff and families to ensure the safe arrival and departure of the children and the completion of required documentation. Practical and safe arrival & departure practices will promote a smooth transition between home and preschool, confirms children's presence or absence from the service along with their safe care and supervision and enables children to feel safe, secure and supported

We value the importance of arrival and departure times as an opportunity to build relationships with children and families. Arrival and departure times are planned to support each child's well-being and create a sense of belonging for children and families.

Aim:

Toukley Preschool will:

- * Ensure the safe and documented arrival and departure of children to and from the centre.
- * Provide assurance to families in a way which is sensitive to individual and cultural diversity.
- * Provide a welcoming environment where all children and families are respected and actively encouraged to collaborate with educators.
- * Support happy and relaxed transitions between the preschool and the home.
- * Ensure continuity of educators so that children and families experience quality education and care through positive interactions within the community of our preschool.

Implementation:

The Approved Provider and Nominated Supervisor will ensure:

1. A record of attendance, kept at the centre, includes, date, full name of each child attending, arrival and departure times, signature of the person who delivers and collects the child or that of the nominated supervisor or educator.
2. A child will leave the centre only with a parent/guardian, 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.) In the case of a child who requires medical care and where possible a copy of the child's enrolment form will accompany them and the authorised delegate

Educators will:

1. Review the **Sign In and Out Sheets** daily. Where parents or authorised persons have not signed in, a staff member will note and verify 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 centre. If a child is not signed out educators/ staff members will check all areas of the centre to ensure no child remains and/or phone and check with parent as to who collected the child. This will be confirmed via a statement by the educators on the **Sign In/Out Record of Attendance Sheet**.
3. Request an "authorised nominee" (written permission or phone permission -verified by two staff) from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the centre. The preschool is will not release any child into the custody of any person not specified by the family.

4. Allow a child to leave the centre only with an authorised person (16 years and over) 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 their care. 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 and if concerned will refer to the Responsible Person for guidance. Educators and staff will always act in the interest of safety for the child, themselves and other children at the centre. Our Child Protection Policy will be enforced at all times and appropriate authorities notified as necessary.
5. Implement and abide by any existing court orders which are in place for individual children. (A copy of any court orders must be kept on the child's enrolment form).
6. Ensure that if a child is not collected within one hour of the preschool closing and no contact can be made with emergency contacts, police will be notified and then the child may be taken to the nearest Police Station or taken into the care of the Department of Community Services (DoCS). A note will be left on the preschool door as to the whereabouts of the child.

Families/family member or delegated authority will:

1. Sign each child in and out of the centre upon arrival and at the time of departure, on the class **Sign-In/Sign-Out Record of Attendance Sheets**.
2. Remain responsible for their child whilst they are on the preschool premises.

Arrival and departure experience for the child and family

The Nominated Supervisor/Responsible Person will:

1. On orientation and on the first day of attendance, 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-in/out sheets will be used for emergency evacuations and need to be completed by families (or educator) both on arrival and on departure from the service.
2. Ensure continuity of care for the families and children throughout the day in relation to supervision by educators.

Educators and staff will:

1. Set the environment with familiar areas and experiences which help children feel safe, secure and supported when they are settling into preschool. Changes in the environment will be discussed with children to promote consistency and to help children feel secure in their setting.
2. Greet 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 if required utilise our side parent retreat area to assist with children's separation and to help parents feel comfortable with the process and to say goodbye.
4. Welcome families at the conclusion of the day and communicate about their 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.
5. Ensure medications are documented and stored appropriately for the day and the family has filled in documentation (Authority to Administer or Self Administer Medication Form).
6. Recognise that educators, families and children may need to exchange information at arrival and departure time. If this exchange of information involves discussions about private or personal details, the discussion will take place in a private area in accordance with the Preschools' Confidentiality and Privacy Policy and/or an appointment may need to be made if extended time is required.

Access and information to be denied to certain persons

1. In cases concerning custody, the custodial parent must present a copy of the court order to the Director. A copy of any court orders will be kept on file with the child's enrolment form.
2. A person who has been prohibited by a court order from having contact with a child attending Toukley Preschool will not be given:
 - Any information concerning the child.
 - Allowed to enter the Preschool premises while the child is attending the service.
 - Permitted to collect the child from the service.
3. Access will only be given to those specified on the enrolment form. In the event of a person not specified on the enrolment form coming to collect a child, access will be denied if a parent cannot provide written permission or phone permission -verified by two staff.
The director or teacher in charge, will observe the following steps
 1. Ring parent to notify of situation
 2. Explain to the unauthorised person they cannot collect child and must leave the Preschool premises.
 3. If the person refuses to leave notify police immediately.
 4. If the person forcibly removes child do not attempt to stop them. Take note of car and registration number and ring police immediately
 5. Ring parent or emergency contact listed for child.

Lock down procedures will be implemented if there is concern for children's safety

Families/family member or delegated authority will:

Communicate any changes of child's 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 our preschool.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Legislative Requirements:

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011: 99, 158-159, 168 (2)(f), 176

Link to National Quality Standard:

National Quality Standard 2.Children's Health and Safety
Standard 7. Governance and Leadership

Sources:

Education and Care Services National Law Act 2010 (*National Law*)
Education and Care Services National Regulations 2011 (*National Regulations*)
CELA – Community Early Learning Australia

Reviewed: August 2022