



Arrival and Departure

Approved by board on: 9th August 2023
Scheduled review date: August 2025

Introduction

This policy relates to the arrival and departure of children within the Preschool.

It is the responsibility of 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.

Purpose

The Preschool will:

- Ensure the safe and documented arrival and departure of children at the Preschool;
- Support children in settling into the service each day and experience quality education and care through continuity of educators, positive interactions within the community of the service.

Policy

1. A record of attendance using Kinder M8, kept at the Preschool, includes full name of each child attending, arrival and departure times, a pin code of the person who delivers and collects the child or the nominated supervisor or educator is used to sign in and out.

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

2. Children who arrive at the preschool from the country bus run will be greeted by an Educator, who will sign the child in using Kinder M8 as soon as they depart the bus. Families are responsible for letting the preschool know if a child is on the bus and the regularity of the bus. If a child who is expected to be on the bus and does not arrive an Educator is to call to clarify they were not on the bus. We encourage families to call us prior to the expected drop off if their child is not on the bus. This procedure will ensure no child is accidentally left on a bus.

3. 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 ensure:

1. The **Sign In and Out Sheets** are reviewed. Where parents or authorised persons have not signed in a staff member will note that the child is in attendance using their Kinder M8 login.

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 Preschool to ensure no child remains.

3. 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 care and education service.

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 service using Kinder M8 login upon arrival and at the time of departure,
2. Remain responsible for their child whilst they are on the education and care premises.

Arrival and departure - the experience for the child and family

1. On orientation and on the first day of enrolment, remind families that all children need to be logged in and out as a part of regulatory and funding obligations. Families will also be informed that log ins will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
2. Develop 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 Preschool. 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 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/family member 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.

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 service.

Pandemic/epidemic Procedures

During times of crisis, including pandemic/epidemic times the following change will occur:

1. A designated educator may be responsible for logging children in and out of the service using the individual pin code of the person dropping off/picking up. This person may also take the child's temperature.
2. A second staff member will take the child to wash their hands and assist them to unpack their belongings and greet their room.
3. At the end of drop off and pick up the educator responsible for logging the children in and out will wipe down all surfaces, the sink's and take the bin out.