



## Arrival and Departure Policy

### Relevant Legislation

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations: 99,158-159; 168(2) (f); 176.

National Quality Standard for Early Childhood Education-Links to National Quality Standard: 2.3; Element 2.3.2; Element 2.3.2.

Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000 Family Assistance Law

Family Assistance Law

### Introduction

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. Arrival and departure times are planned to promote a smooth transition between home and the preschool to enable children to feel safe, secure and supported.

It is the responsibility of staff and families to ensure the safe arrival and departure of children at Tathra preschool and to complete all statutory documentation

### Policy Goals

Our goals reflect our philosophy in which arrival and departure are planned to

- ❖ Ensure safe arrival and departure of children at Tathra Preschool which includes the completion of all Statutory documentation
- ❖ 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 and happy 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.

## Strategies: How will it be done?

- A record of attendance, kept at the Preschool, includes the full name of each child attending, arrival and departure times, and signature of the person who delivers and collects the child or the nominated supervisor or educator.  
Responsibility of: **Approved provider or delegated authority**
- 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.) 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.  
Responsibility of: **Approved provider or delegated authority**

In addition to these records the Teacher in Charge for the day will:

- Review the **Sign In/ Out Sheet**. Where parents or authorised persons have not signed in a staff member will note that the child is in attendance. Families will be reminded to complete this record.
- Ensure that two staff members verify all children have been signed out of the preschool. If a child is not signed out educators/ staff members will check all areas of the preschool to ensure no child remains. This will be confirmed via the **Statement on the Sign In/Out Sheet**.
- Be notified (by telephone or prior arrangement that morning) if someone not known to the educators is coming to collect a child. The preschool is will not release any child into the custody of any person not specified by the family.
- Allow a child to leave the centre 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 at Tathra 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.
- 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).
- Ensure that if a child is not collected within our hour of the preschool closing and no contact can be made with emergency contacts, 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:

- Sign each child in and out of the service upon arrival and at the time of departure with a full signature.
- Remain responsible for their child until their departure.

## Arrival and departure - the experience for the child and family

The Nominated Supervisor will:

- Provide 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 the sign /out sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
- Develop rosters to provide for continuity of care for the families and children throughout the day.

Educators and staff will:

- Provide familiar, sensory and open ended learning experiences which help children feel safe, secure and supported 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.
- Greet families and find out about the child's needs for the day. **The teacher in Charge** for the day is assigned to the gate to greet families as they arrive.
- Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
- 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. An educator is assigned to the gate at the end of the day to share information and ensure a safe departure.
- Ensure medications are given to the **Teacher in Charge** for the day and the family has filled in documentation (Authority to Administer or Self Administer Medication Form).
- Recognise that educators, families and children may need to exchange information at arrival and departure time. If this exchange of information involved discussions about private or personal details, the discussion will take place in a private area in accordance with the Preschools' **Confidentiality and Privacy Policy**.

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 well-being of each child.

## Access and information to be denied to certain persons

- 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. In the case in which the parties between themselves agree to vary the Court Orders or Parenting Plan then Tathra preschool will not implement such variation without the express written permission of the custodial parent.
- A person who has been forbidden by a court order from having contact with a child attending Tathra 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.
- 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. 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 or police will be notified
  3. If person refuses to leave notify police immediately.
  4. If 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

## 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.

### Procedures and Forms

- Attendance record
- Authority to Administer Self-administer medication Form
- Enrolment Form
- Enrolment Handbook
- Grievance Procedures

### Links to other Policies

- Accidents, Emergencies and First Aid
- Confidentiality and Privacy policy
- Enrolment and Orientation
- Excursions
- Grievances and Complaints Policy

- Health Hygiene and Infection Control
- Illness
- Medication and Medical Conditions
- Payment of fees
- Child Protection Policy

## Sources and References

Department of Education, Employment and Workplace Relations. See DEEWR Child care Services Handbook 2011-2012. [www.deewr.gov.au](http://www.deewr.gov.au)

Legal Aid NSW: Family Law Bega Outreach: [www.legalaid.nsw.gov.au](http://www.legalaid.nsw.gov.au)  
Legal Information :1300 888 529

Tathra Preschool Philosophy

## Date Adopted

December 2012

## Review Date

2018 Updated  
2021 or when procedure,  
practice or legislation changes