



Springwood and District Preschool Kindergarten

Arrival and Departure Policy

Legislation:

Education and Care Services National Law Act

Education and Care Services National Regulation 2018

Quality Area 2: Children's Health And Safety

168 Education and care service must have policies and procedures

99 Children leaving the education and care service premises

Policy Statement

A duty of care exists at all times the child is attending a children's service. In addition, the service has a duty of care to a child while he/she is on the service's premises even if he/she hasn't yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian (refer to Supervision of Children Policy).

- A child may only leave the education and care service premises under any of the following circumstances:
- a parent/guardian or authorised nominee collects the child
- a parent/guardian or authorised nominee provides written authorisation for the child to leave the premises
- a parent/guardian or authorised nominee provides written authorisation for the child to attend an excursion
- the child requires medical, hospital or ambulance treatment, or there is another emergency.

Rationale:

- Springwood and District Preschool Kindergarten can have up to 50 families arriving and departing at any one time, so planning and rules are necessary for the children and adults to know what is expected of them.

Aim:

- To ensure that parents sign children in each morning to formally record that the child has been released into the preschool's care.
- To ensure that parents or authorized person to sign children out of the preschool in the afternoons, to formally record that the child is no longer in the preschool's care.
- To provide a practical and safe system for the arrival and departure of children.



- To adhere to legislative requirements regarding enrolment records as outlined in Education and Care Services National Regulations Division 3 – Attendance and enrolment records

Procedure:**Arrival**

- Parents are encouraged to meet the Nominated Supervisor and other educators at enrolment time or as soon as possible after enrolment.
- Parents fill in an 'Authorisation to Collect' form as part of the enrolment form at enrolment time indicating persons who are authorised to collect their child at any time. Signatures of these persons are held on file. The Nominated Supervisor may request necessary official identification to release the child such as sighting the persons Drivers License.
- If there are any legal documents regarding access to, or custody of a child, photocopies of court orders stating terms of custody must be held at preschool for reference and appropriate staff will be notified. Parents/guardians of the child are responsible for advising the Nominated Supervisor of any changes regarding access or custody.
- Copies of legal documents must be provided to the Nominated Supervisor before any staff person can actively prevent non-custodial parents from picking up a child. Parents are to advise of any changes to these arrangements.
- Educators are responsible for the care and wellbeing of all children who attend Springwood and District Preschool Kindergarten during licensed hours.
- It is the staff's responsibility that no child leaves the preschool during the hours of attendance without proper authorisation in accordance with the Education and Care Services National Law Act 2010. Parents and/or guardians are responsible for the child before and after this time.
- It is the parents and/or guardians responsibility to ensure at least one educator is aware the child has arrived at preschool. At departure time, parents and/or guardians must also ensure a staff member is aware of the departure of the child.
- For each child's safety, parents or other authorised adults (over the age of 18 years) must bring the child into the preschool each morning and get the child settled. Parents or guardians are required to sign the attendance sheet, including noting the time, on arrival and departure. These attendance sheets are always positioned in foyer in the mornings and the outdoor area in the afternoons.
- Educators will periodically supervise the Attendance sheets to ensure every parent understands their obligation to fully complete all details on the sheet as a legislative requirement.
- Springwood and District Preschool Kindergarten hours of operation are:
8am to 8.45 (early arrival for additional fee)
8.45-to 3.20 for preschool hours
- Our preschool is renowned for its high quality program within this community. In 2017 with the implementation of extend preschool operational hours, due to NSW funding changes that directly impact on *funds verses fees* for families within our preschool. The staff have had to adapt and extend their work hours, to ensure the high quality program remains the focal point of our delivery.
- External gates must be closed immediately after entering or leaving the premises and educators will remainder parents to not allow other children out the gate when entering or leaving
- Food, labeled with child's name may be placed in the refrigerators in the class rooms.



- Teachers will mark the attendance roll at first group time (approximately 10.30am) and note attendance numbers at the bottom of the roll. Any children who have not been signed in will be signed in by staff and highlighted and parents notified to sign their children in upon their return in the afternoon.
- Parents or guardians are asked to walk into the child's designated room with their child to assist the child in settling and ease separation by establishing a routine.
- When the child arrives at preschool, the parent/guardian who brings the child is responsible to ensure at least one educator is aware the child has arrived and formally accepts child from the parent or guardian.
- Parents should inform staff at arrival of any person collecting their child if the parent cannot make it and ensure this person's details are on the child's enrolment form/ file. If parents are not going to be at their place of work for the day they are to leave a telephone number where they can be reached in case they are needed for a medical emergency.
- Parents are advised to telephone the preschool if their child will not be attending for that day.
- Parents are advised that preschool hours of operation are from 8.45 am –3.20pm. Parents are responsible for the well being and care of their child before and after the licensed hours of operation of the preschool. Children must not be left at the premises, unaccompanied, whilst waiting for the session to begin. The preschool is not responsible for children until the scheduled starting time of 8am.

Departure

- Children are to be collected promptly at 3.20pm, a late fee will occur from 3.20pm onwards (outlined below)
- Children are to be picked up by adults (over 18 years age). The parent is to sign the child out of the preschool on the attendance sheet, together with the time the child leaves the preschool.
- To ensure safety of all children will remain in the care of an educator until a parent or guardian formally collects the child from Preschool.
- If a parent or guardian is not able to be at Preschool at the end of a session they must telephone the Nominated Supervisor and give details of when they will arrive. If a parent or guardian has not arrived within ten minutes of the end of the session, a telephone call will be made to the parent or guardian. If there is no answer, or if there is an answering machine, the Nominated Supervisor will telephone the emergency contact that has been listed by the parent on enrolment. The Nominated Supervisor will be responsible for the child's safety until such time as an authorised person is able to collect the child.
- As we have implemented changed operational hours as a requirement of the Department of Education's funding reform in preschools, please remember that our closing time is 3:20pm and, as advised **there will be late fees charged for late pick-ups from 3:20pm-3.30pm, charged at \$20/ 10 minutes late.** We understand that everyone is busy and there is always a lot going on but **parents must** be within the preschool grounds with enough time to collect your child and leave preschool by our closing time of **3:20pm**. Parents should make could also remind any other adults who are authorised to pick up your child of these times too. Should a late fee be incurred, it will be charged to your account.
We understand that sometimes circumstances arise that cause parents to be late in picking up however the preschool no longer has the freedom to give a warning on one off events, late fees will be charged each and every time. The change to operational hours now means that two staff are required to be paid overtime to stay from 3:30pm with a child who is picked up



after 3.30pm the late fee will be \$5 per every 5 minutes onwards as a minimum of two staff are required to be paid overtime to remain with children after our closing times.

- The preschool does not wish to appear unsympathetic or unfair however these times must be enforced for license and insurance reasons. When children are not collected from the service by 3:30pm, the Preschool is breaching the conditions of its license. Furthermore, the preschool's public liability insurance only covers accident claims in conjunction with the conditions of our license, i.e. between the hours as stated above.
- In the case of any emergency, where a signature is not on file, written authority by the parent will be needed for another person to collect the child. If the emergency does not allow for notification in writing, the parent must telephone the Nominated Supervisor and give details of the emergency and full details of the person collecting the child. The parent will be asked if the child has a special name for this person, e.g. Aunty Sue. Official notification will be required before the child is released, e.g. drivers license. In the event of an emergency where the parent cannot pick up the child, educators will inform the child in a manner appropriate to the situation, that another person will be collecting the child prior to that person arriving at the preschool.
- Parents are responsible for the wellbeing and care of their child before and after the licensed hours of operation of the preschool. At the end of a session, parents must be extremely aware of the safety of their children. Children have routine safety guidelines that are reinforced and supported by educators during the day. Without close adult supervision after a preschool day, accidents may occur when many children, including the siblings, use playground equipment inappropriately. The children do have ample time to access all equipment during their day. It is preferable children are encouraged to use the equipment on their next preschool day, rather than use the equipment in an unsafe and inappropriate manner. In extreme cases of misuse of equipment, before or after hours of operation, the Nominated Supervisor will ask the parent to remove the child from the equipment and/or premises.
- Once all children have left the premises, 2 staff members are to check the attendance roll that all children have been signed out. Two staff members must also check all areas of the premises to ensure that all children have departed. If a child is not signed out, the staff member is to ask other staff who collected the child and write that person onto the roll. The two staff members are to sign the roll and note time of signature.

Links to Quality Areas and Standards:	
Quality Area 2	Children's health and safety
2.2 Safety	Each child is protected.
2.1.1 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.
Quality Area 5	Relationships with children



5.1.1 Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2 Dignity and rights of the child	The dignity and rights of every child are maintained.
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Quality Area 6	<i>Collaborative partnerships with families and communities</i>
6.1 Supportive relationships with families	<i>Respectful relationships with families are developed and maintained and families are supported in their parenting role.</i>
6.1.1 Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.2 Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.1.3 Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
Quality Area 7	<i>Governance and Leadership</i>
7.1 Governance	<i>Governance supports the operation of a quality service.</i>
7.1.1 Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.2 Management systems	<i>Systems are in place to manage risk and enable the effective management and operation of a quality service.</i>
7.1.3 Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Source:

Because It Matters P/L

Early Childhood Australia (2006). *Code of Ethics*. Canberra, ACT. Early Childhood Australia.

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *Belonging,*

Being, Becoming: The Early Years Learning Framework for Australia. Canberra:DEEWR

Department of Education, Employment and Workplace Relations (DEEWR) (2011) *Education and Care Services National Regulation*



Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR

Policy Reviewed by: _____ *Approved by:* _____

Signature: _____

Date: ____/____/____

Date: ____/____/____

Next Review Date: ____/____/____

