



2. Arrival and Departure / Signing In and Out of the Centre Policy

2.1. Policy Statement

We aim to provide a secure and protective environment that ensures the safety and wellbeing of all children who attend the service. We ensure all children are accounted for to effectively monitor educator to child ratios to maintain high quality care in the service.

2.2. Policy Guidelines

Arrivals and Departures

- A. All children will only be released to an authorised adult, the authorised adult must be written on the enrolment form. The adult must provide suitable identification to collect the child; at least until team members are familiar with the persons collecting the child.
- B. The authorised adult must be 18 yrs or above, this will apply to all siblings in care.
- C. Siblings are not able to collect other siblings from care unless they are with an authorised adult over 18 yrs.
- D. Parents, educators and bus drivers are expected to inform the Centre Manager and/ or Team Member that their child has arrived at the Centre and will ensure the child is accounted for before exiting the premises.
- E. On departure the parent, educator and bus driver will ensure that the Centre Manager and/ or Team Member are informed that their child is vacating the premises.
- F. An attendance roll is monitored by the Centre Manager and/ or Team Member on arrival and departure times. This is to ensure the Team Members are aware of what child/ren are entering and exiting the Centre.

Signing In and Out

- A. It is a condition of enrolment that all authorised persons are required to sign their child in and out of the centre each day. This process is via electronic sign in and out on the centre kiosks located at reception through the hubhello electronic sign in and out app. All booked days attended by the child must be signed for, all booked days unattended are also required to be confirmed by the authorised person as absent. All parents will be issued a unique log in and password to successfully confirm any attendances/absences that have been entered by an authorised/responsible person at the service.
- B. Parents will be made aware of the importance of signing in and out in relation to fire evacuation procedures and the health and safety of their child/ren.
- C. If a parent does not sign their child/ren in and out of the centre. The centre manager/responsible person will sign the child out and the parent will be required to confirm the child's attendance or absence on the electronic sign in and out kiosk upon arrival the next attendance day. A friendly reminder from the Centre Manager and or/ team member will be given to ensure the correct procedure is being followed.
- D. Attendance records will be checked on a daily basis by the Centre Manager and/or team member to ensure the signing in and out procedure is being adhered to by parents.
- E. Times of arrival and departure will be signed in by the electronic sign in and out kiosks by an authorised team member for attendance and emergency procedures when parents have not adhered to this procedure.

2.3. Communicating Policy to Families, Children and Team Members

Information relating to the **Arrival and Departure Policy** is communicated in the following ways:

Newsletters, parent and Team Members handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

2.4. Policy Review Statement

All policies will be reviewed annually in consultation with Families, Team Members and Management. Any changes in legislation, regulations, Quality Assurance and other standards will be considered in the reviewing process. Any changes in policies or procedures will be communicated to families and Team Members verbally and in writing. Failure to abide by policies will result in disciplinary action.

2.5. Policy Sourced and Retrieved From

- 1) CCS-Attendances and Absences: <https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>
8th September 2024
- 2) Refer to Policy 19. Refusal of Authorizations for a Child to Leave the Service - **8th September 2024**