



## ARRIVAL AND DEPARTURE POLICY

**Rationale:** The busiest times of an educator's day are often the times when children are coming into care and when they are leaving care for the day. These are the times when families and educators sometimes need to exchange information. Planning for these times can assist families, children and educators to share information and complete the necessary paperwork while ensuring the safety of children.

To ensure the safety of all children and so that they are not handed over to inappropriate persons, educators must be informed of any parenting or consent orders that apply to children in care and provided with a copy of any such order for their records.

Accurate attendance records showing actual times of arrival and departure, verified by the person responsible for the child, protects the rights of the child, families and educators.

### Preschool Parent Responsibilities

1. Parents and/or Caregivers **MUST** enter the centre to deliver and collect children.
2. Preschool sessions do not begin until 8:30am (morning session) and 12:15pm (afternoon session) therefore parents/caregivers are not to drop children off before this time. Prior to 8:30am and 12:15pm staff are busy preparing for the session and are not able to take on full supervision of children.
3. Preschool AM sessions finish at 11:30am and PM sessions finish at 3:15pm.
4. **NO** child will be permitted to leave the centre until the parent or caregiver has entered the grounds and the child has been farewelled by an educator.
5. Siblings are not authorised to collect children from preschool.
6. Families are to sign their child in or out every session by writing in the appropriate column the time their child was dropped off and collected.

### Preschool Staff Responsibilities

1. An educator is to greet the children upon arrival at the centre and monitor the gate at the entrance.
2. Educators must farewell children only on sight of their parent/ caregiver entering the preschool grounds.
3. Educators are to ensure personal information about a child or family is not discussed in front of others.
4. Educators are to monitor the front gate during departure times to ensure that unsupervised children do not exit.

Approved by: Governing Council

Review date: June 2016

Next review: Term 3, 2019