



## The Meeting House Inc

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### Arrival & Departure Policy

**Issue Date: 3 June 2015**

**Updated: 26 March 2019**

**Aim:** The Meeting House Inc. Kindergarten aims to:

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

#### **Background Information:**

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, assure the completion of the required records and confirms children's presence or absence from our service. This ensures a child's arrival and departure at the preschool continues their safe care and custody.

Arrival and departure times encourage families to interact in the preschool environment, build relationships, open communication networks and ensure the safety of children when being delivered and collected from centre.

**Note:** In this policy "staff" refers to staff employed by The Meeting House Inc.

#### **Practices:**

1. A record of attendance, kept at the preschool, includes full name of each child attending, arrival and departure times and name and signature of the person who delivers and collects the child.

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

2. A child will leave the preschool only with a parent, the parent's 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 addition to these records the responsible person will:**

1. Review the Sign in and 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.
2. Ensure that two staff members verify all children have been signed out of the preschool. If a child is not signed out educators/staff will check all areas of the preschool to ensure no child remains. This will be confirmed via the Statement at the bottom of the Sign In/Sign Out sheet.
3. Request a "signed authority to collect" form from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from preschool. If the person authorised is not known to staff they must cite proof of identify i.e. driver's licence. Emailed authorisation from a parent is deemed acceptable if there is limited time.

4. Allow a child to leave the preschool only with an authorised person who appears able to appropriately care for the child. Authorised persons must be over 18 years of age.
5. Educators and staff will always act in the interest of safety for the child, themselves and other children at the preschool.

**Families/family member or delegated authority will:**

1. Sign each child in and out of the service upon arrival and at the time of departure on the Record of Attendance with a full signature.
2. Remain responsible for their child whilst they (the parent) are on the preschool's premises.

**Arrival and departure – experience for the child and family.**

**The Preschool Director/Nominated Supervisor will:**

1. On the first day of enrolment, remind families that all children need to be signed in and out as part of regulatory obligations. Families will also be informed that sign in/out sheets will be used for emergency evacuations and need to be completed by families both on arrival and departure from the preschool.

**The Preschool staff will:**

1. Set the environment with familiar areas for children to enjoy when they are settling into care. 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 their 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 members 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.

Families are required to collect their child by 3:30 pm LATEST. A late pick up (even allowing for extenuating circumstances) will result in a late fee charge (as outlined in the Parent Handbook and Fees Policy). This charge covers the remuneration of the two staff required by regulatory obligations to remain on the preschool premises until all the children have been collected.



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### Authority to Collect

(To be completed when the person collecting is not listed on the child's enrolment form).

I \_\_\_\_\_ give permission for my child \_\_\_\_\_  
(Name of parent\*) (Name of child\*)

to be collected from the Preschool by \_\_\_\_\_ on \_\_\_\_\_  
(Name of person picking up child\*) (Date)

*\*Please print*

I understand if the person collecting is not known to staff they will be required to show proof of identity i.e. Driver's Licence.

*Please also remember to ask your nominated person to complete the sign in/sign out form.*

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_