



Arrival and Departure Policy

1. Policy Statement

This policy relates to the arrival and departure of children within the education and care setting.

It is the responsibility of staff and families to ensure the safe arrival and departure of children at the education and care setting and the completion of statutory documentation. Practical and safe approaches will promote a smooth transition between home and the centre, assure the completion of the required records for the claiming of the Commonwealth Child Care Benefit in long day care services and confirms children's presence or absence from the service. This ensures a child's arrival and departure at the service continues their safe care and custody.

2. Legislative Requirements

Children (Education and Care Services National Law Application) Act 2010
Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000
Family Assistance Law

Education and Care Services National Regulations 2011:

99 Children leaving the education and care service premises

- (1) The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with sub regulation (4).

158 Children's attendance record to be kept by approved provider

- (1) The approved provider of an education and care service must ensure that a record of attendance is kept for the service that:
 - a) records the full name of each child attending the service; and
 - b) records the date and time each child arrives and departs; and
 - c) is signed by one of the following persons at the time that the child arrives and departs:
 - i) the person who delivers the child to the education and care service premises or collects the child from the education and care service premises;
 - ii) the nominated supervisor or an educator.

168 Education and care service must have policies and procedures

- (2) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in sub regulation

- (3) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99

National Quality Standard 2011

2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause.

3. Who is affected by this policy?

- a) Staff
- b) Parents
- c) Management
- d) Children

4. Implementation

UWSELL Centres will:

- A. Ensure the safe and documented arrival and departure of children at the education and care setting;
- B. Support children in settling into the service each day and experience quality education and care through continuity of educators, positive interactions within the community of the service.
- C. A record of attendance, kept at the centre, includes full name of each child attending, arrival and departure times, signature of the person who delivers and collects the child or the nominated supervisor or educator. Responsibility of: Approved provider or delegated authority.
- D. A child will leave the centre 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.) The person collecting the child must be at least 18 years of age. Responsibility of: Approved provider or delegated authority.

In addition to these records the responsible person will:

- A. 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.
- B. Ensure that two staff members verify all children have been signed out of the centre. If a child is not signed out educators/staff members will check all areas of the centre to ensure no child remains. This will be confirmed via the Statement on the Sign In/Out Sheet.



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- C. Request a 'signed authority to release' form from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the service.
- D. 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 and education service.

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.

Families/family member or delegated authority will:

- A. Sign each child in and out of the service upon arrival and at the time of departure, on Record of Attendance with a full signature.
- B. Remain responsible for their child whilst they are on the education and care premises.

Arrival and departure - the experience for the child and family
The responsible person will:

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

Educators and staff will:

- A. 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.
- B. Greet families and find out about the child's needs for the day.
- C. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
- D. 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 member or delegated authority will:

- A. 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 wellbeing of each child.

5. Sources

- Department of Education, Employment and Workplace Relations – www.deewr.gov.au
- Community Child care Co-operative

6. Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: June 2013
Date for next review: June 2014

Approved by UWSELL Board
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