



## Booleroo Centre District Kindergarten and Rural Care, Incorporating Melrose Rural Care

# Arrival and Departure Procedure

### 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 need to exchange information.

Children's experiences in care are shared with families every day. Educators listen to families and encourage them to share their thoughts, ideas, concerns and questions.

Planning for these times can assist parents, children and educators to share information and complete the necessary paperwork while ensuring the safety of children.

All rural care services are required by the Australian Government to keep accurate attendance documentation. The parent (including guardian or authorised person) who brings or collects a child from the rural care service must accurately record and verify the times of arrival and departure.

Accurate attendance records showing actual times of arrival and departure, verified by the person responsible for the child, protects the rights of the child, parents, service and educators as well as enabling families to claim Child Care Benefit (CCB), including absences.

To ensure children are given into the care of appropriate persons, educators must be informed of (and provided with a copy of) any parenting or consent orders that apply to a child in care.

### Responsibilities

#### Rural Care educators will:

- personally receive children into and farewell children from care
- plan strategies for communicating with families about their children and provide regular information to families about their child's experiences, routines and interactions
- make sure personal information about a child or family is not discussed in front of others
- ensure the parent/authorised person who delivers/collects the child, records the arrival/departure time and initials this on the attendance record
- record any absence and the reason for the absence on the attendance record and obtain parent's initials when child returns to care
- record times of arrival/departure of children who are unaccompanied by their parents (e.g. where an educator delivers or collects a child to or from school). This entry is to be co-signed by the parent as soon as possible
- ensure any alterations to the records are initialled by the appropriate person, noting any changes must be retained (white out or other editing aids cannot be used)

- ensure that children are collected by authorised persons. When this is not possible (i.e. due to unforeseen circumstances) the authorised person will need to provide details and a description of the person who will collect the child. The collecting person, if unknown to the service, is to provide identification. Families may advise a service of an additional authorised person through electronic communication (SMS or email)
- in the event of a child not being collected, educators will make every effort to ring the family and all emergency contact numbers provided
  - educators will document all contact attempts made
  - if unsuccessful after a ½ hour after closure time, then the educator is to contact the site leader, the site leader is to contact Crisis Care/Department of Children Youth and Families Services (CYFS) 131611 or SAPOL
  - if the site leader is unable to be contacted, SAPOL is to be contacted.

#### **Families will:**

- record the arrival and departure time (within nearest 5 minutes) and initial each entry on the attendance record. Where the educator has recorded this information, the parent will initial the entry as soon as possible
- discuss appropriate alternative arrangements with the educator if unable to personally deliver or pick up their child
- provide written permission to the educator for another adult to deliver or pick up their child if they are unable to do so
- provide written permission to the educator for school age children to arrive and leave care independently. This permission form will include emergency procedures if the child fails to attend booked care
- initial an educator's entry on the attendance record when their child has been absent from care
- inform the educator about any parenting or consent orders in relation to their children
- provide the educator with information about their child's health and wellbeing which may impact on their care experience

## **REFERENCES/RESOURCES**

Education and Care Services National Regulations under the Education and Early Childhood Services (Registration and Standards) Act 2011 - Regulation 168 (2) (f)

<http://acecqa.gov.au/national-quality-framework/legislation/>

National Quality Standard 2.3

<http://acecqa.gov.au/national-quality-framework/national-quality-standard/>

Child Protection in Schools, Early Childhood Education and Care Services Policy

<http://www.decd.sa.gov.au/docs/documents/1/ChildProtectioninSchoolsE.pdf>

DECD Attendance Recording Procedure for Preschools

<http://www.decd.sa.gov.au/childrensservices/pages/policies/deliveryandcollection/>

Child Care Service Handbook 2010-2011

Australian Government

Department of Education, Employment and Workplace Relations

[www.deewr.gov.au](http://www.deewr.gov.au)

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