

Attendance, delivery and collection of preschool children

Children must only be released to authorised nominees indicated in enrolment records.

Sites must keep records of children's attendance, including arrivals and departures, with the signature of the person responsible for verifying the accuracy of the record or the person collecting the child.

Refer to [legal services](#) for legal and family law issues.

Attendance record procedures

- [Attendance recording procedure for preschools](#)
- [Early Years System User Guide \(EYS\) – 4010 Record Attendances \(PDF 1.2MB\)](#)
- [EYS quick reference guide – how to record children learning at home \(PDF 508.4KB\)](#)

National Quality Standard and Regulations

- [National Quality Standard 2.3](#)
- [Regulation 168 \(2\) \(f\)](#).
- Related key regulations: [99](#), [158](#), [160](#), [176](#)

Contact

Preschool Policy and Advice

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Related information

[Department policies](#)

[Parent and guardian authorisations in preschools](#)

[Attendance policy](#)

[Preschool enrolment form \(PDF 419.4KB\)](#)

[School and preschool enrolment policy](#)