

Attendance Recording Procedure

This procedure falls within the DECD Policy :

Procedure ID no: 6627/2010 located on Admin Computer in Policies folder

Mt Compass Preschool will

- Collect enrolment data using Preschool Enrolment form and input data into EYS
- Use EYS attendance reports to record attendance by 9.15am of each preschool session.
- Staff will sign this record at the close of each preschool day to confirm the accuracy of the record
- Authorisations to collect children will be recorded at initial enrolment on Preschool Enrolment form.
- Parents will be asked to add additional authorities to collect using EYS form during the preschool year. There will be a reminder each term in preschool newsletter and these forms will be available in parent area at all time.
- OSHC will be asked to provide EYS authorities to parents who use this service, preschool will supply OSHC with copies of form.
- when a parent or authorised nominee is unknown to staff, then the identification and authorisation confirmation of the collecting person is to be determined prior to the child being given into their care.

Further details are available on line or in policies folder admin computer see DECD Policy